

SKR COLLEGE FOR WOMEN, RAJAMAHENDRAVARAM

DEPARTMENT OF ZOOLOGY MEETING MINUTES 2021-2022

MEETING NO: 01

A meeting was conducted through online in zoom app on 02.06.21 at 11 AM to discuss the following points:

1. Resolved to take the online classes (recorded) through TEACHMINT app
2. Strictly adhere and follow the online time-table and post the same in the department online group

G. Divya S.R.

MEETING NO: 02

A meeting was conducted through Google meet app on 14.7.21 at 2 PM to discuss the following points were discussed

1. Scheduled to conduct the mid exams for I, II, III year B.Sc students in the 3rd week of July
2. Practical model exams are to be conducted from 26.7.21 to 31.7.21 for both (UG & PG)

G. Divya S.R.

MEETING : 03

VENUE : Department of Zoology

TIME : 11 AM

DATE : 02.08.21

AGENDA OF MEETING:

→ Practical examinations schedule

→ Offline classes for UG & PG students

## MEETING NO: 03

A meeting was held on 02.08.21 in the Department of Zoology at 11 AM and discussed the following points

1 - Practical examinations are scheduled from 2<sup>nd</sup> August - 11<sup>th</sup> August 2021 for I, II, III B.Sc

Examiners allotted

I year - Smt. M. Hima Sri Devi  
Kum. Ch. Priyanka

II year - Smt. M. Hima Sri Devi  
Smt. K. Savitha

III year - Smt. M. Hima Sri Devi  
Smt. K. Savitha

2. Resolved to conduct offline classes for both UG & PG students according to the time-table.

Members Present:-

- 1) P. S. Chakras
- 2) M. Kanna
- 3) K. Savitha
- 4) Ch. Priyanka

M. Hima Sri Devi  
Incharge of the Dept.

## MEETING NO: 04

A meeting was conducted in the Department of Zoology on 02.09.21 at 11 AM to discuss the following points

1. M.Sc Zoology Practical examinations are scheduled from 05.09.21 to 07.09.21 - II-Semester. Skilled duty was allotted to Dr. P.S.ch.p. Deepika & M. Karuna
2. Resolved to complete the M.Sc Zoology II-semester Theory syllabus and Practicals by the 1<sup>st</sup> week of October as the theory examinations are scheduled from 25.10.21 to 28.10.21 and practical examinations from 11.21 to 11.21
3. Discussed to revise the syllabus for the Degree students and to conduct remedial classes

### Members Present:

- 1) P.S.ch.p. Deepika
- 2) M. Karuna

3)

4) Dr. Piyanku

5) Dr. Divyanshi

Dr. Himma Sri Das

Incharge of the Dept.

MEETING : 04

VENUE : Department of Zoology

DATE : 02.09.21

TIME : 11 AM

AGENDA OF MEETING :

→ H.Sc Zoology Practical examinations schedule

→ Completion of theory and P syllabus for UG and PG programme

MEETING : 05

VENUE : DEPARTMENT OF ZOOLOGY

DATE : 21.10.21

TIME : 11 AM

AGENDA OF THE MEETING

1. UG practicals schedule

2. Internal examiners duties

MEETING No: 05

A meeting was conducted on 01.10.21  
at 11 AM in the Department of Zoology to  
discuss the following points

1. Degree practicals are scheduled from  
28.10.21. Internal examiners duties were allotted  
to the following staff members

I. B.Sc - II Sem - Smt. M. Himma Sri Devi  
- Kum. Ch. Priyanka.

Members Present:

- 1) H. S. Chp. Chari
- 2) H. K. Karim
- 3)
- 4) Ch. Priyanka
- 5) G. Divyanshi

H. Himma Sri Devi  
Incharge of the Dept.

## MEETING NO: 06

A meeting was conducted in the Department of Zoology on 02.11.2021 at 11 AM to discuss the following points:

1. Allotment of class work to the staff members (Semester I<sup>st</sup>, III<sup>rd</sup>, V<sup>th</sup>). Individual time tables were designed.
2. It is resolved to conduct "Orientation Programme" for I B.Sc CBZ students to create awareness regarding "CBZ Pattern".
3. Conducting quiz competition on 23.11.2021 for degree final year students.
4. All the lecturers have been instructed to switch off the "FANS + LIGHTS" while leaving from the department to save the power.

G. Jyoti S. B.  
Incharge of the Dept.

Members Present :-

- 1) Dr. S. P. Lal
- 2) H. K. Karna
- 3) Gt. P. Jayant
- 4) G. D. Dnyanesh
- 5)

## MEETING NO: 06

VENUE : Department of Zoology

DATE : 02.11.21

TIME : 11 AM

### AGENDA OF THE MEETING:

- Individual time-tables
- Orientation Programme
- Quiz competitions
- "POWER SAVING PROCEDURES"



MEETING No / 07.

A Meeting was conducted in the Department of Zoology on 03.12.2021 at 11 AM to discuss the following points.

- 1) The syllabus should be completed for the intermediate classes in this month December.
- 2) Proposed to organize a study tour to I & II B.E students to visit Vermicompost unit at Govt college (A) Rajamahendravaram.

Dr. Shirma Soti Rao

Incharge of the Dept.

Members Present :-

- 1) P. S. Chp Kesav
- 2) H. Kabana
- 3) Dr. Puriyanku
- 4) Dr. Divyanshi
- 5)

MEETING NO: 7

All the staff members are requested to attend the meeting in the Department at 11 AM on 03.12.21

AGENDA:

- Syllabus - Intermediate course
- Study hour.

MEETING No : 08

A meeting was conducted in the Department of Zoology on Oct. 01. 2022 at 11 AM to discuss the following points.

- 1) I Mid Exams to be conducted for all degree students.

MEETING No : 09. Feb.

- 1) Practical Model Exams should be conducted for Senior Intermediate students.
- 2) It is Proposed to conduct a workshop on "Identification of blood groups" to all the students in our college.
- 3) It is resolved to conduct "ZOOLOGY MUSEUM EXPO" on 28<sup>th</sup> Feb 2022. On the eve of "National Science day" celebrations

Dr. Himma S. Devi

Incharge of the Dept.

Members Present :-

- 1) H. Kabana
- 2) Dr. Poojank
- 3) Dr. Divyanshi
- 4)
- 5)

MEETING NO: 08

All the faculty members are requested to attend the meeting on 04.1.22 at 11 AM in the Department of Zoology to discuss the following agenda.

AGENDA: Mid examinations for UG (CB 3C-CB2) students.

MEETING NO: 09

VENUE: Department of Zoology

DATE: 02.22

TIME: 2 PM

AGENDA OF THE MEETING:

→ Practical model exam

→ Workshop

→ Invertebrate & Vertebrate fauna-EXPO  
(Curated, stuffed, preserved specimens)

MEETING NO: 10

VENUE : Department of Zoology  
 DATE : 02.03.22  
 TIME : 11 AM

AGENDA OF THE MEETING:

- Marine fish exhibition (Fresh & shell fish)
- Practical model exam of marine
- Public Practical examination scheduled for B.Sc. CBZ and B.Sc. Zoology
- Allotment of examiner duties
- IPE Practical Examinations

MEETING No. 10

A meeting was conducted on 02.03.2022 at 11 AM in the Department of Zoology to discuss the following points.

- 1) GE is resolved to conduct "Marine Fishes Exhibition" on 5<sup>th</sup> March 2022.
- 2) Practical Model Exam should be conducted for all the degree students.
- 3) "Anur" announced Degree Practical Examinations scheduled from 22.03.2022.
- 4) M.Sc Zoology practical Examinations are scheduled from 22.03.2022 & 27.03.2022.

III Semester Internal duty was allotted to Mrs. M. Karma.

5) Practical Examinations :-  
 Practical Examiners allotted for III year (VA & VB) Papers.  
 External Examiner :- Mrs. M. Hima Sri Rao  
 Internal Examiner :- Mrs. K. Savitri

For II year (III Semester).  
 External Examiners :- Mrs. M. Hima Sri Rao  
 Internal Examiner :- Mrs. Ch. Priyanka.

6) Prepared to conduct IPE Practical Examinations and Skilled Assistant duty allotted to Mrs. G. Divya Sree.

Members Present :-

- 1) H. Karuna
- 2) K. Savitri
- 3) Ch. Priyanka
- 4) G. Divya Sree
- 5)
- 6)

Dr. Hima Sri Rao  
 Incharge of the Dept

MEETING NO : 11

A meeting was conducted on 01.04.2022 at 11.30 AM in the Department of Zoology to discuss the following points.

- 1) II<sup>nd</sup> Mid Exams to be conducted for I B & Degree students from April 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>.
- 2) Discussed about the B.Sc Semesters End Exams, Practical Exams for I B & Students.
- 3) All the lecturers have been instructed to switch off the FANS & LIGHTS while leaving from the department to save the Power.

Members Present:

- 1) H. Karana
- 2) K. Savithri
- 3) Dr. Purnima
- 4) G. Divyanshi

Dr. Purnima Sri Devi  
Incharge of the Dept

MEETING NO: 11

All the staff members are requested to attend the meeting on 01.04.22 at Department of Zoology - 11.30 AM to discuss the following agenda

- > Mid examinations for I B.Sc students
- > Power saving mode

MEETING NO: 12  
VENUE: Department of Zoology  
DATE: 11.07.22  
TIME: 3:00 PM

AGENDA OF THE MEETING:

- Community Service Project
- Theory and Practical examinations schedule for III B.Sc
- Power saving mode.

MEETING NO: 12

A meeting was held on 11.07.22 at 3:00 PM in the department of Zoology to discuss the following

1. Prepare the students for community service project which were scheduled from 12-07-22 to 13-07-22
2. ANUR announced Public theory exams for III B.Sc from 20.07.22 and practicals from 02.08.22 onwards.
3. All the lecturers are instructed to take their theory classes at the respective classrooms and not to combine the English and Telugu medium students.
4. To save the power of the department lecturers are instructed to switch off the fans and lights while leaving the department.

G. Himma Sri Duo  
Incharge of the Dept

Members Present:-

- 1) R. S. Chp Sri
- 2) M. Kabana
- 3) G. Priyanka
- 4) G. Divya
- 5)

### MEETING NO: 12

VENUE : Department of Zoology  
DATE : 06.08.22  
TIME : 2 PM

#### AGENDA OF THE MEETING:

- Allotted of Internal examiner duties
- PG (M.Sc Zoology) Inspection
- Public Practical examinations schedule for M.Sc Zoology

### MEETING NO: 13

To convey the following information a meeting was conducted on 09.08.22 in the Department of Zoology at 2 PM

- Internal examiner duties were allotted to the following staff members (according to the proceedings), to conduct Public practical examinations for III B.Sc, VI-Semester and II B.Sc, IV-Semester students from 06.08.22 to 14.08.22
  - III B.Sc, VI-Semester - Smt M. HIMIA SRIDEVI
  - II B.Sc, IV-Semester - Ms. CH. PRIYANKA
- Arrange all the necessary documents, registers for the PG inspection (M.Sc Zoology) which will be scheduled on 09.08.22
- Public Practical Examinations for M.Sc Zoology IV-Semester are scheduled from 10.8.22 to 12.8.22.

#### Members Present:-

1. H. S. Chp. Beal 09/8/22
2. M. Karana
3. Ch. Priyanka
4. G. Divyash

G. Himma S. B.

Incharge of the Dept.



Meeting NO=14

Council Meeting was held on 26.8.22  
and following resolutions were made:

1. Visit of Spl. officer along with Commissioner of Collegiate Education.
2. Cleaning of Campus.
3. Record - Keeping.

Meeting NO=15.

17-08-22. S.K.R. Govt Degree College  
(Women).

A meeting was conducted by Special Officer "Dr. Chappidi Krishna" Addressed the Staff (both Teaching and Non-Teaching) about Rules & Regulations of Govt. College.

22.08.22.

A meeting was conducted by IQAC and discussed about the "TLP app";  
Academic affairs.

Members Present:-

① H. S. Choudhary

② H. Karma

③ G. P. Prasad

④ G. Divya

G. Divya Sri

Incharge of the Department

Meeting 16

03.09.22.

Council meeting was held on 02.09.22 and the following resolutions were made:

1. Alloted mentors to 2<sup>nd</sup> year degree students for internship training and also issued proceedings to all the mentors.
2. Teacher and Student mapping should be completed in CCE Portal as early as possible.
3. Commissioned of collegiate education is very particular about Life Skill (LS) and Skill development (SD) courses. So it was resolved to allot the courses LS & SD for better teachers so that students will be benefited more.
4. GT is resolved to fix CPDC (College planning and development Committee) fee amount Rs 1000 (one thousand only) from the current Academic year (2022-2023).

Members Present

① P. S. Choudhary

② H. K. Sharma

③ Ch. Tejashwari

④ G. Jyoti

A. Jyoti S. S. Incharge of the Dept

MEETING: 16

D. DEPT: Department of Zoology  
DATE: 03.09.22  
TIME: 3 PM

AGENDA OF THE MEETING:

- Allotment of mentors - Internship
- Teacher, student mapping in CCE portal
- Life Skill and Skill development courses.

