

January 2016

Staff meet at 1<sup>o</sup> clock on 2.1.15 the following points are discussed for Resolve.

- ⇒ Discussed about 2<sup>nd</sup> term Examination
- ⇒ Discussed about to conduct Model Practical Exa
- ⇒ Discussed about preparation of solution for Ecology Experiment.

~~Supremalax~~  
~~Ms. S. S.~~

June - 16

Staff members along with students met in Zoology lab at 12.30 to 1.30 P.M on 16th June 2016 to discuss the following points.

- i It's resolved students attendance must above 75%.
- ii It's resolved that every student i.e Final Yr. student attend the classes regularly with out fail.
- iii It's resolved every staff member should participate in First year admission enrollment drive.
- iii Discussed the class representative for maintaining the lab.

Bhysamalak  
M. Sreenivasulu

July-16

## Staff members

Staff members along with students met in Zoology Lab at 12.30 to 1.30 PM on 01.07.16. To discuss the following points

i. It is resolved to avoid the cellphone in the instructional periods.

ii It is resolved to avoid fighting in the campus.

iii Discussed the MANA TV. programme schedule


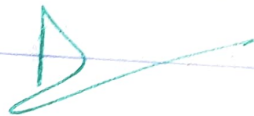
Suresh Kumar  
Incharge



August-2016

Staff members met in the Zoology lab on  
01.08.2016 at 12:00 noon to discuss the following  
points

- i. Internal assessment for 1st year Students
- ii. Discussed CBAS & CBSS pattern & process
- iii. Distribute work load for staff members
- iv. To discuss the students attendance Register consolidation
- v. To discuss the Field trip for Final year Students

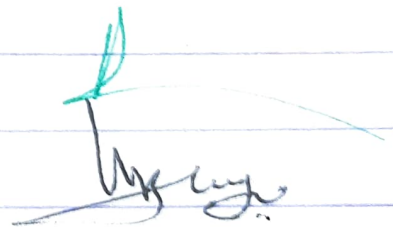




October 2016

Met the staff members in the zoology department on 13.10.2016 at 12 Noon to discuss various points.

- i. Prepare the Dropout Student list and take measures to let them come to the college regularly.
- ii. Discuss the update of syllabus for all three year students
- iii. Discuss the issue of Return of Department Library Books.
- iv. To discuss the Physiology Experiments



January 2017.

Staff meeting with vice principal. at January 2<sup>nd</sup> 2017  
in principal chamber. Discussed & Resolved.

- 1) To allotted the zoology guest lecture for Semester (2<sup>nd</sup> & 4<sup>th</sup>) wise.
- 2) To plan the field trip. practical
- 3) To post the marks (internal & also marks) in Semester Marks Register (UMR)
- 4) It's resolved to ~~the~~ conduct & the prepare the prefinal Question paper; model practical exams.
- 5) It's resolved to correction the record for 3<sup>rd</sup> year.
- 6) It's resolved to dictate the syllabus for 2<sup>nd</sup> & 4<sup>th</sup> semester students.
- 7) It's resolved updated ~~the~~ all Records.
- 8) Counselling to students ~~from~~ on health-hygiene.

Bhuseemalab

June 2017.

1/c of the zoology staff met with principal at in principal chamber. Discuss the following issues.

- (1) To approve the Guest lectures.
- (2) It's resolved declared the three semester syllabus
- (3) It's resolved to plan field trip for 3<sup>rd</sup> year students
- (4) It's resolved to conduct the Extension Lecture
- (5) It's resolved to prepare the Timetable, workload
- (6) It's resolved to prepare the Result Analysis Semester wise.
- (7) It's resolved to follow the CCE format
- (8) It's resolved to prepare the study material

Aug 31<sup>st</sup> 2017

Discussed and issues are

- (1) Guest Lecturer allotted to Semester V - VII papers
- (2) Field trips to be visit DU, Kuppaam
- (3) Record updated
- (4) To be provided Bio-tech. Study material to students
- (5) Internal Assessment & model practical Exam.



September 2018

Staff meeting is conducted in zoology staff room the following issues are discussed & reviewed before activities are

- ① Completion of Syllabus
- ② Remedial classes should take in leisure time and morning time.
- ③ Internal Assessment should be conducted in the end of the month & also to give an essay & one short question will read & write examination by the students.
- ④ Discussed result analyses.
- ⑤ Correction the Assignments then return it to students.
- ⑥ To plan to establish the Biotechnology Lab.
- ⑦ Pending/Incomplete the Syllabus will complete before 2<sup>nd</sup> week of October 2018.
- ⑧ To plan university internal practical assessment will commence before of 3<sup>rd</sup> week of October 2018.
- ⑨ To resolve after correction the IA paper/Marks post into Semester Marks Register.
- ⑩ resolved to conduct the field trip for 3<sup>rd</sup> year.
- ⑪ To enroll into Moocs (Massive open online classes/ courses).

Supervisor

October 2018.

The department of zoology met in zoology staff at 12-30 on 08.10.2018. The following points are discussed and resolved.

- ① Discussed the cluster papers.
- ② Discussed the project work.
- ③ Discussed the field trip.
- ④ Discussed the new course i.e. Self Job oriented.
- ⑤ Discussed the Timetable, distributed the Syllabus.
- ⑥ Discussed the internal Assessment theory & Practical for I, III, V Semester.
- ⑦ Discussed the Guest lecture programme and also counselling to the 3rd year students for further education after completion of course.

Bhysamma



January 2019.

Zoology staff met in zoology staff room on 03.01.2019 at 12.30 to 1.30 clock. The following points are discussed and resolved.

- ① Discussed the Remedial classes to the failure students.
- ② TO conduct the Guest Lecturer Programme and Counselling classes to the 3rd B2C students.
- ③ TO conduct the Quiz programme, Group discussions.
- ④ TO conduct the field trip to the 3rd B2C students.
- ⑤ Discussed the project work.
- ⑥ Discussed the internal Assessment to all B.2.C classes.
- ⑦ Discussed the completion of syllabus. Students.
- ⑧ ~~to conduct~~ the Alumni information attendance-consolidation, collect the information of alumni.
- ⑨ updated the all records.

Shyammalab



June 30th 2019.

Zoology faculty met in zoology lab at 12-30 to resolve the following points.

1. It is resolved to conduct internal examination to all semester and Practical syllabus.
2. It is resolved to conduct the cocurricular activities ie Student Seminar, Quiz Program JAM, etc.
3. It is resolved to conduct remedial classes to failure students and below average students.
4. It is resolved to improve pass percentage and also get good marks.
5. To be planned field trip.
6. To be updated All academic records
7. It is resolved conducted the rally on WED on June 27th

Bhysanlal

August 2019

Faculty of Zoology met in zoology lab on 3<sup>rd</sup> Aug 2019 at 2-30. The following points are discussed and resolved

- Completion of Syllabus to all semester
- Students attendance
- update TN and TD.
- To attend the National festival of Independence Day on 15<sup>th</sup> Aug 2019.
- It is resolved to purchase the chemicals for practical purpose
- Successfully completed the induction program on 11-07-2019
- To plan for field trip in the month of September
- Counselling to irregular students
- To be planned for celebration of Coomans equality Day on 26<sup>th</sup> Aug 2019.
- To avoid mobiles
- To be wear uniform along with Id. card.
- To be planned for celebration of Teachers Day on 5<sup>th</sup> September 2019.
- To give Assignments to students
- To prepare important question and provide/give to below average students.
- Discussed and planned for conducting of Remedial classes.
- To provide study materials to all students



December 2019

Zoology faculty met in the zoology lab on 28/12/2019 at 3.30 PM. The following points are discussed, resolved and plan on

- It is resolved to conduct internal Practical exams and evaluation of papers and submit to examination cell
- Distribute the semester wise syllabus & Timetable and submit to Principal Sir on 30/12/2019.
- Successfully celebrated OZONE DAY on 16<sup>th</sup> September.
- Students have participated in various events/ activities and got prizes i.e. women's equality Day, Ozone Day, Teachers Day.
- Students have given steel lunch boxes to all faculty on 5<sup>th</sup> September 2019.
- Counselling to students.
- Participated in Nation unity Day on 31<sup>st</sup> October 2019.
- To purchase chemicals for practical purpose.
- To prepare study materials.
- To be planned for conducting of bridge classes for vocational students and remedial classes to below average students.
- must wear uniform along with Id Card.
- Prepared models and submitted
- To be planned for conducting of Quiz program through online and offline mode.
- To plan for Project work.
- Issue books to students in leisure time.



January 2020.

Zoology faculty met in the zoology lab at 3-30 PM on 30.01.2020. The following points are discussed & resolved.

1. To be Planned celebration of National Science Day on 28<sup>th</sup> Feb 2020.
2. It is resolved to conduct cocurricular activities i.e. Student Seminar, Quiz, JAM (Just A minute), Assignment, watching MANA TV classes Remedial classes to slow learners as well as failure students.
3. Discussed on completion of Monthly wise Syllabus.
4. Discussed on Monthly wise Students attendance.
5. To be Planned to conduct the internal examination to even semester students.
6. It is resolved to purchase the chemicals.
7. Girl students have participated and got Prizes in National Teachers Day on 03<sup>rd</sup> January 2020.

Bhysamalay

March 17<sup>th</sup> 2020

Zoology faculty met in zoology lab at 2:30 PM and the following are discussed and resolved.  
on

1. Discussed on Completion of syllabus.
2. To be Planned to arrange the guest lecture
3. Discussed on Project work.
4. Discussed the Students attendance.
5. To be Planned Model Practical examination on March 29<sup>th</sup> onwards 2020
6. To be Planned for Admission drive of first year
7. Discussion on Stock verification.
8. To be Planned to update the Academic records
9. To Prepare the Semester wise result Analysis for NAAC work.
10. It is resolved conducted the Int. ex, evaluated Papers <sup>marks.</sup> then <sub>x</sub> Posted into MR.

Rhysseemalat

September 2020

Staff meeting is conducted through online on 4<sup>th</sup> September 2020. The following points are discussed & resolved on

1. It is resolved to organise the one day National Webinar on 28<sup>th</sup> September 2020.
2. Discussed the completion of Semester wise Syllabus
3. Discussed on Students attendance.
4. It is resolved to conduct the university Practical examination through offline mode.
5. It is resolved to attend & celebration of Teachers Day on 5<sup>th</sup> September 2020.
6. It is resolved to take offline classes from November 2020 to all semester students.
7. Should follow social distance, wear Mask and to bring Sensitizer Sanitizer and also everyday must clean with Hypochloride. (Spray)
8. To Prepare Timetable (Offline) in Semesterwise & submit to Principal

Dhyanalathe



zoology faculty met at 12-30 in the zoology lab. The following points are discussed, plan and resolved on.

- It is resolved to discussion of Semester wise Syllabus.
- To update all records.
- It is resolved to conduct the Cocurricular activities ie Quiz, Seminar, internal exams etc.
- It is resolved to Purchase the chemicals.
- To discuss student attendance
- Conduct the counselling classes to students ie attendance, Marks, health issues etc.
- It is resolved to issue library books to students in leisure time only.
- To prepare the Long Abst. / drop out student <sup>list.</sup>
- To avoid mobile / phones from 10 to 1-00 and 2 to 5<sup>o</sup> clock. (Instruction Period)
- To participate in vanam - Manam program ie Campus cleaning, plantation, watering and sowing of flowering seeds, and maintain garden.
- It is resolved to conduct the awareness Program ie Health - Hygiene, Rally about clean & green, YRC / RRC Programs, NSS Program, etc.
- It is resolved to give Assignment in question wise.

Shyamalati

February 2021

Zoology faculty met in the zoology lab at 4-30 PM. The following points are discussed and resolved.

- TO organise Quiz Program on 2<sup>nd</sup> Feb<sup>2021</sup> (National Science Day).
- Completion of Semester wise syllabus and record correction
- TO prepare B-Voc. Curriculum and submit to our college principal on or before 2<sup>nd</sup> week of February 2021.
- TO conduct bridge classes and TO be planned for conducting of induction program <sup>THIS MONTH</sup> on March <sub>2021</sub>
- TO Plan to conduct the internal exams and Practical exams.
- TO avoid mobile / phones
- TO distribute first Semester Syllabus.
- It is resolved to spray with Hyp. chlo. weekly / twice
- ~~to~~ instructions to students must follow social distance, wear mask and bring sanitizer.
- TO identify below 75% attendance (of student attendance) and submit to Jr. Assistant / Principal.
- Adjust the class work with same dept or other dept. (faculty) when a faculty is on a leave or on duty.

Bhupreemalata

2/02/21



June 2021

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Department of zoology faculty met at 12:30 on 20<sup>th</sup> June 2021. The following points are discussed, resolved and plan

- B. vocational Course curriculum submitted to our college Principal on 2<sup>nd</sup> February 2021.
- It is resolved to attend the awareness programs about various platform app for conducting of online class i.e. Teachmint, G-Suit, Google meet.
- To conduct online classes from college on May 7<sup>th</sup> 2021
- To prepare the Timetable and submit to Principal.
- To attend the awareness classes on OTLP/ end timetable mapping process
- It is resolved to complete the 1<sup>st</sup> semester syllabus on or before June 2021 through on line mode.
- to upload video classes everyday into CCE website (Bharat Padak online).
- To conduct co-curricular activities i.e. Quiz, Seminar and give assignment.
- It is resolved to conduct the internal exams through offline mode.
- To be Planned to Purchase chemicals.
- It is resolved to submit the monthly course classes reports submit to our college principal sir. for uploading the report into CCE website.
- To Prepare semesterwise results analysis and submit to Principal Sir/ IGAC
- To Prepare the google document for preparing of Question paper and submit / send the link to students through whats app group.
- To Prepare Study materials and send through google class room and whats app group.

Aug 2021

- zoology faculty met in the zoology lab on 03/08/2021 at 4:30. The following points are discussed on
- It is resolved to submit the individual timetable and dept timetable
  - Before start offline classes must sanitization of lab with spray of Hypochloride.
  - As per principal instructions, to conduct internal exams / Prefinal exams from 23<sup>rd</sup> August to 28<sup>th</sup> August 2021.
  - It is resolved to take offline classes to IV & VI semester students from 18<sup>th</sup> August 2021 onwards.
  - It is resolved to plan / arrange the field trip for 3<sup>rd</sup> year students.
  - To maintain manual students attendance
  - It is resolved to conduct university practical exams and submit the marks to examination cell.
  - It is resolved to conduct co-curricular activities through online / offline mode. i.e Quiz, Seminar.
  - It is resolved to celebrate the women's equality day on 26<sup>th</sup> August 2021 through offline.
  - It is resolved to attend the national festival of Independence Day on 15<sup>th</sup> August 2021.
  - Submit the Monthly wise work done statement i.e classes to our college principal Sir.
  - Completion of Syllabus in semester wise and correction of records.
  - As per government instructions, every student must follow such as maintain social distance, bring sanitizer and wear mask.
  - counselling to students such as health, attendance.
  - As per CCB instructions must upload the images and student attendance into OJLP app.



September 2021

Zoology faculty met in the zoology lab on 24/09/2021 at 5:00. to discuss and resolve the following points

- celebrated Teacher day on 04/09/2021 (successfully) on account of teachers day students given lecture in zoology lab in various topics. After completion this event we submitted the students list to our college principal sir.
- To be Planned to conduct the World Diabetes Day
- To conduct JAM activity, is best practice.
- To upload the Pics and Students attendance in OTLP app | everyday.
- It is resolved to conduct remedial classes.
- To be planned to arrange Blood grouping Program in this month of October 2021
- To give Assignment according to topics.
- To issue library books in leisure time.
- To conduct Quiz, Student seminar and Group discussion
- It is resolved to conduct Study hour to all students and revision unitwise topics and clarify doubts
- Counselling to students on further education re B-Ed, PG for 3rd year.
- To update all records.
- Give instruction to students must wear Mask, maintain social distance and bring sanitizer.
- It is resolved to maintain manual attendance.
- To submit the DA to IGAC / Madhu. in this month of October 1st week 2021.
- Discussion of workload, timetable and completion of syllabus
- Sanitization (two times) weekly.

October 2021

Zoology faculty met in the zoology lab on 4/10/2021 at 5.00 pm to discuss and resolve the following points.

- Distribution of syllabus in 1st semester
- To upload timetable in OTLP app.
- To upload the pictures and students attendance in OTLP app/everyday.
- It is planned to conduct remedial class.
- To give Assignment according to topic.
- To conduct quiz, student seminar and Group discussion.
- To conduct study hours to all students and revision unit wise topics and clarify doubts.
- To conduct clean and green programme in the campus weekly once.
- To conduct online quiz.

1. A. Jayasankar  
4/10/21

2. R. D. S. 04/10/2021




November 2021

Zoology faculty met in the zoology lab on 1/11/2021 at 5:00 pm to discuss and resolve the following points.

- 1) Distribution of syllabus in I semester
- 2) To upload first semester time table in OTLP app
- 3) To felicitate former Lecturer in charge Smt. Lakshmi prasanna Latra Madam.
- 4) To celebrate World diabetes day on 15/11/2021.
- 5) To conduct campus clean and green programme.
- 6) To give project work to the students
- 7) To develop e-content in the concerned subjects

A. Jayasankar

  
2

January 2022

Zoology faculty met in the zoology lab on 1/1/2022 at 9.00 A.M to discuss and resolve the following points.

- 1) To upload class photos in OTLP lapp everyday.
- 2) To conduct Remedial classes to slow learners.
- 3) To conduct online quiz.
- 4) To conduct seminars, Assignment, Quiz, Group discussion etc.

A. Jayasankar





June 2022

Date: \_\_\_\_\_  
Page No: \_\_\_\_\_

Zoology faculty met in the zoology lab on 1/6/22 at 5 PM and resolve the following points.

1. To distribute the syllabus in IV & II semesters.
2. To complete the community service project
3. To conduct Seminars, Assignments for VI semester students.
4. To frame Time table for IV & II semesters.
5. To conduct Interoral Exam for VI semester students
6. To conduct Bloodgrouping programme for students

1. A. Jayasaker  
2. ~~Pajama~~

August 2022

Zoology faculty met in the zoology lab on 1/8/22 at 5 PM and discuss the following points.

1. To conduct seminars, Assignments for IV & II semester students.
2. To complete pending NAAC records.
3. To conduct quiz, Group discussion for IV & II semester.
4. To involve in Admission drive.
5. To show CMS videos to IV & II semester students.
6. To complete the practical syllabus before August month.

1. A. Jayaram  
2. Rajaram