

2019 - 2020

Academic year

2019-2020

10-06-2019

Department of Biotechnology staff meeting held at 11:00 am. to discuss the following points.

- 1) Entry of university marks in the concerned registers of III year, II year, I year degree students.
- 2) All the staff are requested to take classes regularly and to follow the last year time-table for the allotted classes.
- 3) The staff is requested to take digital classes and virtual classes.
- 4) The staff is requested to motivate the students towards their excellency in studies by giving counselling.
- 5) The following staff decided to take classes regularly.

D. Anil Kumar

Head Of the Dept.

1. M. Sireesha

2. S. Radhika

3. M. Revathi

P. Summe Rathi

10.6.2019

2019-2020

19-07-2019

Department of Biotechnology staff members held at 4 pm to discuss the following.

- 1) Continuation of Guest faculty to take classes as one of the faculty has retired.
- 2) Time table has set allotted classes and informed to take regularly along with virtual, digital classes.
- 3) It is also resolved to maintain teaching notes and dairy both soft copies and hard copies.

D. Anand Kumar

Head of the Dept.

Staff :-

1. M. Sireesha
2. M. Revathi
3. S. Radhika

P. Srinivas Prabhu

19.7.2019

2019-2020

3 Aug. 2019

Department of Biotechnology staff are met and resolved the following

- 1) Completion of syllabus and prepare the students for I internal exams.
- 2) Correction and submission of answer scripts within a stipulated period.
- 3) Identification of poor students and suggested for improvement.
- 4) To bring awareness on Malaria on the occasion of Malaria day.
- 5) To conduct various activities as per with regular classes.

19. Anulhis

Head of the Dept.

S. Radhika

P. Sumanee Lawrence  
3.8.2019

2019-2020

17-09-2019

As per the instructions of Principal Madam, the Department of Biotechnology and Zoology staff had a meeting to discuss about the workload and guest faculty and II internal exams and sem end practicals.

- \* It is resolved to take extra periods by the lecturers to complete the syllabus.
- \* All the staff requested to take allotted classes regularly.
- \* The staff is requested to complete the assignment work and seminars to the I, II, III year students.
- \* Staff is requested to the post of 1st internal marks, assignment marks and enter in the respective marks register.
- \* II internal exams for all 3 year students.
- \* The staff is requested to keep internal marks of 1st, 2nd, 3rd year students in a separate sheet to be submitted to the controller of examination section.

W. Anil Kumar  
Head of the Department

S. Radhika

P. Srinivas Lakshmi  
17.9.2022

2019-2020

10-10-2019

The Department of Biotechnology held meeting with the staff at 10:30 AM to discuss the following contents.

- \* Staff is requested to prepare the question papers for the I, II and III year biotech practicals for this semester exams.
- \* The staff is requested to complete the semester practical exams (for I, III and V sem students) from 15/10/2019 to 18/10/2019. and post the marks in the respective registers.
- \* The staff is requested to prepare the students well for the 1<sup>st</sup>, III and 5<sup>th</sup> sem end exams to be conducted on 23/10/2019.
- \* It is requested to prepare the students to get 100% results in the 1, 3, 5 sem end exams.

W. Anubhina

Department Incharge

S. Radhika

P. Sumne Parthua

10.10.2019

19/12/2019

The department of biotechnology held meeting at 12:00pm and discussed about the following topics.

1) It is resolved to take up the different papers by the following lecturers.

I year - II SEM II paper - S. Siva Gowri  
Grace Thabitha

II year - IV SEM IV Paper - S. Siva Gowri  
Grace Thabitha

III year - VI SEM - VII paper - S. Siva Gowri  
Grace Thabitha.

V SEM VIII paper - cluster S. Siva Gowri  
Grace Thabitha.

2) All the lecturers are instructed to make semester curricular plan and to maintain teaching diary and attendance registers.

3) Time table has been formed and circulated among the lecturers and students.

4) Lecturers were requested to take ppt classes or digital classes to the students from the beginning itself.

5) Lecturers are requested to motivate the students towards their excellency in their studies by counselling and guidance.

Staff:-

1. Gowri 2. S. Radhika

D. Anil Kumar  
Department Incharge

2019 - 2020

18-12-2019

Department of Biotechnology held meeting with staff at 11 Am and discussed the following.

- 1) It is resolved to keep the records of the department updated.
- 2) It is resolved to keep all the records of the staff updated.
- 3) All the staff is requested to take the classes as per the timetable and work load of syllabus to the practicals and theory.
- 4) The staff is requested to complete their syllabus. Scheduled for the 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semesters. 1<sup>st</sup> internals to be held in the end of this month.
- 5) The lecturers are requested to take digital classes promptly.
- 6) It is resolved to maintain teaching notes and diary both soft copies and hard copies and to sign with the principal madam.

19. Anitha

Department Incharge

l. Gowri

P. Sunne Sathya

18.12.2019

2019-2020

23-01-2020

As per the instructions of Principal Madam, the Department of ~~Labo~~ Biotechnology staff members held at 12:30pm, to discuss the following.

- 1) All the lecturers shall attend the college before 10 A.M
- 2) All the lecturers are requested to inform the students to come to the college before 10 A.M and put bio-metric compulsory.
- 3) All the lecturers are requested to take the attendance exact at 10 A.M.
- 4) All the lecturers are requested to prepare the students well for II internal exam for 1, 2 and 3 years - 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> sem and also for cluster groups.
- 5) The staff is requested to maintain the teaching diary and notes [soft and hard copies].
- 6) The staff is requested to take digital classes promptly.
- 7) All the lecturers are requested to inform the students to attend the assembly in classroom at 9:50 A.M.

N. Anil Kumar

Department Incharge

P. Suresh Babu

23.1.2020

Gowri

K. Grace Thabitha

2019 - 2020

03-02-2020

Department of Biotechnology held staff meeting at 11 AM and discussed the following

The staff is requested to submit the question papers [2 hard copies + 1 soft] to examination cell, for II internal exam ... 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> and cluster sems.

The staff is requested to send the particulars of v.c and D.C classes - Topic, date, time and etc., to enter the VC/DC Register in online XL sheet.

The staff is requested to maintain the teaching diaries and notes ... handcopies.

The staff is requested to help the Aruna Madam and Sir to complete Lab requirements for "Nodu-Nedu", comparative statements, etc., preparation of list.

All the lecturers are requested to inform the students, 2<sup>nd</sup> internal timetable from 10<sup>th</sup> to 12<sup>th</sup> February.

The staff is requested to attend the regular virtual class along with students as per v.c timetable

The staff is requested to share the department work equally and not to stress one member.

A. Anil Kumar

Dept. Incharge

1. Gowri

2. K. Grace Thabitha

P. Suresh Babu  
3.2.2020

2019 - 2020

Date:  
12-02-2020

Department of Biotechnology held staff meeting at 10:30 AM and discussed the following.

The staff is requested to update the teaching diaries and teaching notes for Academic Administrative Audit.

The staff is requested to update the records for AAA [List in college Group]

The staff is requested to regulate the Activities and enter the Department Activities Register.

The staff is requested to completion of syllabus before 20th of February.

The staff is requested to prepare the students well for the external practical exams in the 1st week of March and also for theory exams - 16th March.

### Internal Evaluation

The staff is requested to give suggestions for revising the syllabus for  $\pm$  B.Sc students during the next Academic year 2020-2021, for framing the syllabus.

D. Anil Kumar

Department Incharge

1. Gowda
2. K. Grace Thabitha

P. Srinive Lakshmi  
12.2.2020

2019 - 2020

02-11-2020

Department of **Biotechnology** held the staff meeting dated Nov 2nd 2020.

A staff meeting is conducted in the department and resolved the following.

- 1) To prepare classrooms, labs and staff room as per covid-19 protocols.
- 2) Distribution of work load among the staff for both online and offline classes.
- 3) To cover the syllabus for 1st internal exams.
- 4) To prepare the students for spoken tutorials.

D. Anuraj  
Department Incharge

1. Gowda

2. K. Grace Thabitha

P. Sumeetha  
2.11.2020

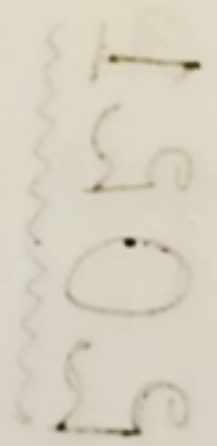
2019-2020

21-08-2020

Department of Biotechnology held staff meeting 21/8/2020.

A staff meeting is conducted in the department and resolved the following.

- \* Distribution of workload among the staff members.
- \* To conduct online classes regularly according to time-table.
- \* Revision of syllabus for the final year students.
- \* To conduct awareness on covid-19
- \* To motivate students to attend online classes and submission of assignment and to participate in quizzes conducted by the departments
- \* To celebrate Ozone day on 16<sup>th</sup> September.

  
D. Anil Kumar  
Department Incharge

1. Gowda

2. K. Grace Thabitha

P. Suresh Babu  
21-8-2020