

MINUTE'S BOOK REGISTER

Meeting NO: 1

Date: 01-09-2021

A meeting was held in the department and Resolved the following.

1. To conduct first internal Examinations to BMC-II - Semester students in first week.
2. To Celebrate World Rabies Day on 28-09-2021 and conduct awareness program on Rabies.
3. To Commence BMC-V Semester classes and to distribute work load.
4. To map individual time-table in OTLM app and conduct the classes regularly.

P. Sumanth B. B. B. B.

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Meeting NO.: 2

Date: 01-10-2021

A Meeting was held in the department and resolved the following:

1. To Conduct an awareness program on World Iodine Deficiency Day on October 21st to spread awareness for the role that iodine has in the health of the Human body.
2. To prepare the BMC-II Semester Students to semester End Examinations by Completing / Revising the syllabus.
3. To prepare laboratory reagents for the practical Examinations.
4. To Conduct practical Examinations.

P. Srinivas Lakshmi

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B. Rajendarani

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Meeting NO: 3

Date: 1-11-2021

A Meeting was held in the department and resolved the following.

1. To distribute III-Sem syllabus.
2. To conduct 1st Internal Exam for V-Sem students.
3. To prepare question papers for 1st Internal Exam.
4. To complete the syllabus and practicals for V-Sem.
5. To Report the scheduled classes in TLP app every day.
6. To participate in the admission work.
7. To distribute I-Sem syllabus.
8. To conduct an awareness program on 10th November, World Science Day for Peace and Development and important role of Science in Society. The theme is "Building Climate-Ready Communities".
9. To conduct quiz for III-years Students.

P. ~~Srinivas~~ ~~Principals~~ B. ~~Principals~~

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A Meeting was held in the department and resolved the following.

1. To Conduct 2nd Internal Exam for V-Sem. Students
2. To prepare question papers for Internal Exam
3. To Conduct assignments for I, III, V - sem students
4. To conduct awareness on world AIDS day on 1st Dec.

P. Suresh Babu
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B. Prasad
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Meeting No: 5

Date: 03-01-2022

A meeting was held in the department and resolved the following.

1. To conduct awareness on World Leprosy Day on 30th January.
2. To participate in SIP programme from 04-01-2022 to 06-01-2022.
3. To prepare question papers for 50 marks to conduct Sem End internal practicals for Sem-V.
4. Time table of Sem-V was allotted from 18-01-2022 to 30-01-2022 in alternate days.
5. To conduct practicals and complete the syllabus for Sem-I + Sem III.
6. To conduct Internal-II for Sem-III students' from 03-02-2022 to 04-02-2022.

P. Suresh Reddy B. Rajeshwari

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Meeting No: 6

DEPART
Date: 01-02-2022

A meeting was held in the department and resolved the following:

1. To conduct field trip for the BMC-III year students.
2. Recoupment of deviated classes.
3. To distribute workload and mapping for cluster paper and practicals.
4. To conduct awareness on World Cancer Day on 4th February.

P. Summe Lakshmi B. Rajeshwari

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A meeting was held and in the department and resolved the following:

1. To conduct field Trip for the BMC Students.
2. To conduct Group Discussion and JAM Sessions.
3. To maintain Mentor System Register.
4. To conduct classes (Theory + Practical) regularly as per the time table.
5. To conduct awareness on World water Day on 22nd March.

P. Suresh Kumar B. Prasad

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Meeting No: 8 Date: 04-04-2022

A meeting was held in the department and resolved the following:

1. To Conduct II-Internal examinations to VI-Semester Students.
2. To conduct Tarn sessions, Seminars, Group discussions, Quizzes to the students.
3. To conduct classes (ICT enabled/Blended teaching both Theory & Practicals to the students regularly as per the time table.
4. To Campaign for admission for 2022-2023.
5. To maintain CIA-SOP records of IBMC-I Semester Students.
6. To conduct awareness on World Malaria Day on 25th April.

P. Summe Laxsho B. Prasad

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Meeting No: 9.

Date: 02-05-2022

A meeting was held in the department and resolved the following:

1. To conduct online classes for IV + VI Semester students as per the time-table.
2. To conduct I-Semester end examinations and to attend the invigilation duties as per the schedule.
3. To prepare teaching dairies, teaching plans and curricular plans.
4. To conduct awareness on World Asthma Day on 10th May.

P. *Srinivas Lavanya* B. *Pradeeshi*

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A Meeting is conducted in the department and resolved the following.

1. To conduct VI - Semester end theory & Practical Examinations.
2. To Guide the students (IV-Sem) in preparing PPT's & Reports of Community service projects.
3. To conduct Theory & Practical classes as per the Time-table.
4. To conduct awareness on world Blood Donation Day on 14th June.

P. Summe Lakshmi - B. Prasadini

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Meeting NO: 11

A meeting is conducted in the Department and Resolved the following.

1. To conduct I-Internal Exams to the II & IV Semester students.
2. To conduct co-curricular activities like group Discussions, JAM, Quizzes etc.
3. To prepare all the files to be submitted for Academic Audit.
4. To conduct Theory + Practical classes to the students as per the time-table.
5. To conduct awareness on world Hepatitis Day on July 28th.

P. Suresh Kumar

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B. Prasad Rao

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