STAFF MEETING

17.2.2025.

Minutes of the Staff meeting Conducted on 17.2.2025 at 4.30pm in the department premises.

Agenda:

⇒ PG Semester End Examination CIA-II for both Zoology and Aquaculture Courses.

⇒ Annual Academic and Administrative Audit of Lecturers

⇒ Udhbav activity/ Celebrations

⇒ Science Day Celebrations.

Resolutions:

1) It is resolved to Conduct PG Semester-I CIA-II both offline (Unit-3 & 4) and Online mode (MCQ's of 20 questions from Unit-I to Unit-IV) Simultaneously of each paper as per the other departments followed.

2) Annual Academic and Administrative Audit of Lecturers Format-III is forwarded by Academic Coordinator of Academic cell and it has to be furnished as it has to be uploaded in the website of College.

3) upon oncoming Udhbav Celebrations in our College, the faculty are requested to mobilise the students in the active participation of the students from our Department.

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4). Regarding the National Science Day Celebrations to be held in our College on February 28th, a meeting in the Chemistry Department was held for all Lecturer Incharges/ HOD's regarding the budget allocation and activities to be conducted by all the Departments. Sreenivas Rao, HOD, Chemistry was given Incharge for Science Day celebrations. It was resolved to conduct open meet for Students from the Schools on February 24th and Science Day Celebrations on 28th February 2025 with displaying of exhibits (24th & 28th February) followed by Guest Lecture in Seminar hall and Prize distribution in afternoon Session.
a) Projects b) Live/working Models
c) Charts d) PPT's and e) Live Streaming
Topics related to the Theme on "Empowering Indian youth for Global leadership in Science and Technology/ Innovation for a Developed India." and organising Elocution to the Students (both UG and PG Students) all the Proctors/ faculty has to take the responsibility in the Science Day in guiding the Students for projects.

5) Regarding the PG Semesters - II Internships (CZ&A) & RC (Moocs) for PG Semester - I, (CZ&A) Mentors guidance is maddatory until the end of the Course. For UG Semester - IV B.Sc, Zoology and Aquaculture (Hons), Coordinators for RC Moocs, K. Subashini Devi, Narakurmasri garu (Zoology) M. Vijayanthi and G. Ravi Teja garu (Aquaculture) are nominated.

6) Regarding PG Semester end Practical Examination (Semester-I), Internal practical Examination and External practical Examinations were discussed. National Seminar / workshop are discussed. Any other matters with the permission of the Chair.

Place: Rajahmundry
Date: 17/2/2025.

D. Sailaja
Lecturer In-Charge

Staff:

K. [signature] 17/2/2025
K. Subhashini
G. [signature]
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N. Varakumari
K. [signature]
T. [signature]
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M Suvarna