

- Teaching Staff
- S. No. Name of the faculty
1. A) Curricular Aspects → M. Vijaysanthi.  
 a) Thyothi  
 b) Hema c) Sivasnavalli
- B) Seminars / Webinar /  
 Conference / Workshop.  
 News Letters updation.
2. A) Teaching Learning Evaluation → G. Lavi Teja  
 a) Sivasnavalli  
 b) Nivedhitha
- B) Student - Faculty Exchange
- C) RRC Record
3. A) Teacher profile → K. Subashini Devi  
 a) Marakumachi, Thyothi
- B) Consolidation  
 Reports on Internships / CPs  
 Sports and Culture.
4. A) Evaluation → K. Babu  
 B) Learning Resources  
 C) Programmes for Career guidance /  
 Guidance for Competitive Examp  
 D) ICT Tools Register  
 a) K. Sony  
 b) K. Thyothi
- (Health & Hygiene) Record → Document.  
 ↓  
 Certificate Course.
- Atoted Topics  
 Signature

5. A) Extension Activities → K. Durga Rao  
 B) Consultancy  
 C) Student Representation (Staff Council) → Venikompotung Certificate Course  
 D) Guest Lecture  
 E) Field visit. → Raghuveer, Jyothi

6. A) Extension Activities → D. Sailaja  
 B) Bridge Course  
 C) Remedial Course  
 Jyothi, Hema.

Besides SWAYAM Courses Enrolling for Registrations for PG Courses Sem-I, M.Sc 2 Yrs (Zoology & Aquaculture) Mentors 2024-25.  
 Zoology → M. Vijayanthi, Dr. D. Sailaja  
 Aquaculture → K. Durga Rao, K. Subashini Devi  
 For UG Courses on Swayam platform 2024-25  
 1) UG (Hon) Zoology → K. Subashini Devi (Co-ordinator)  
 → N. Vanamasi  
 2) UG (Hon) Aquaculture → G. Ravi Teja  
 → M. Vijayanthi  
 TOPS

~~Non Teaching Staff~~ \* WEBSITE MAINTAINANCE BY F.S. RAGHOVEER.

D. Sailaja  
 Lecturer In-charge  
 Zoology

## Staff Meeting

### Teaching Staff

It is resolved to conduct meeting on 2.3.25 at 4:30pm to discuss on the upcoming Academic Audit and NAAC Reports Consolidation.

### Agenda:

- 1) Progress and Evaluation of Records/ Registers and Files for AA 2023-24, 24-25
- 2) Report Formats.
- 3) Submission of Certificate Course Documents and Vernicomposting.
- 4) Ornamental fisheries Document-File.
- 5) Health & Wellness Camps/Workshop Documents.
- 6) Aquarium maintenance.

### Resolutions:

- 1) Achievements/Progress/Evaluation of Records/ Registers/Files by the concerned faculty is monitored.
- 2) Report Formats also monitored.
- 3) Student feed back forms to be done by faculty is mandatory.
- 4) Vernicomposting file along with financial matters to be settled <sup>K. Dasg</sup> <sup>Rao</sup>.
- 5) Health and Wellness Camp → } K. Babu.  
 a) Health Camps }  
 b) Water purifier } Financial  
 workshops. } matters  
 } along with  
 } proposals  
 } and to be  
 } settled.
- 6) Aquarium pond to be maintained by G. Kavi Teja and Projects for PG

## Courses to be monitored.

- 7) Ornamental Fisheries Culture is to be maintained by K. Durga Rao and maintain Consultancy/Mou's.
- 8) PG Internships for Aquaculture to be visited by H. Vijayanthi, K. Subashini Devi (and G. Ravi Teja.
- 9) Student Staff Council is to be maintained by regular faculty.
- 10) Action Plan for Lab on wheels by Non-Teaching Staff, the regular faculty.
- 1) Sreenivas → Museum Keeper.  
↓ up keeping of Museum, Deptal Library, and staff room maintenance.
- 2) Raju → Record Assistant.  
↓  
a) Maintenance of records registers.  
b) Maintenance of Ornamental fishery ~~to~~ aquariums & feed maintenance.  
c) Maintenance of PG Courses (Zoology and Aquaculture) I<sup>st</sup> and II<sup>nd</sup> year Attendance registers Room No. 46, 47, 48.
- 3) Jathani → Record Assistant.  
↓  
a) Maintenance of records registers  
b) Maintenance of Aquarium Pond under G. Ravi Teja & K. Durga Rao.  
c) Maintenance of UG Courses, Zool and Aquaculture I<sup>st</sup> and II<sup>nd</sup> year Attendance registers Room No. 50, 51.

It is hereby instructed to maintain discipline / decorum in the department of not entertaining ~~other~~ departments interference in our department for smooth functioning of the department.

on or

any matters to be discussed with the permission of the chair.

\* NOTE: Submit all the updated records on or before 7.3.2025 (Hard & soft copy).

Place: Rajahmundry  
Date: 5/3/2025

D. Sailaja  
Lecturer in charge  
Zoology

### Teaching Staff:

1. H. Vijayabanthi
2. G. H. P. S.

~~3. S. S.~~

4. N. Vaidya Kumari
5. K. Saiya
6. T. P. Suresh
7. Ch. S. S. Kumar
8. P. S. S.
9. B. S. S.
10. M. Swabashi

### Non-Teaching Staff: