

Staff Meeting

3.4.2025

Agenda :

- > website maintenance -
- > Remedial Classes.
- > Monthly Departmental plan
- > BOS papers allotment
- > Internship ~~Vinod~~
- > PG Practical ~~Exam~~ exam sug also
- > GB & Academic Council meeting
- > Grievances cell.
- > Guest Lectures.
- > Field Trips
- > News letter updation
- > ~~Don't~~ LMS
- > Others. (Zoology Club activities)

Discussion and Resolutions :

- 1) It is resolved that G. Ravi Teja will be taken up the website maintenance upto date as per principal Sir's instruction held in Seminar hall meeting on 3.4.2025 on updation of website. (M. Vinayanthu, K. Raghavveer & K. Smiya).
- 2) As per SOP given by IQAC, Remedial classes should be conducted in the Remedial class Evaluation sheet format.
- 3) Departmental Monthly action plan should be planned.

4) Bos papers allotment to the following faculty members.

- 1) Animal Diversity I & practical → H. Vijayanthi
- 2) Cell and Molecular Biology & practical → G. Ravi Teja
- 3) Animal Diversity II & practical → K. Babu
- 4) Principles of Genetics → K. Subashini Devi
- 5) Animal Biotechnology → K. Durga Rao
- 6) Evolution & Zoogeography → V. Lakshminarayanan
- 7) Embryology & practical → Ch. Tyothi Kumari
- 8) Animal Physiology & practical → B. Raghavver
- 9) Immunology & practical → K. Soniya
- 10) Poultry mgt I & practical → Ch. Hemu
- 11) Poultry mgt - II & practical → B. Niketha
- 12) Introduction to classical Biology 2 as per
- 13) Introduction to Applied Biology (Biotech) as per soft copy of Biotechnology Microbiology

The papers allotted should be completed before 15.4.2025 for preparation of Academic Council and Concurring Body (Single Major Zoology) soon after the completion of Zoology V and VI Semester paper Aquaculture papers will be allotted. (Co-Pos also should be prepared). UG 1st year.

5) Internship viva for all final year allotted groups should be completed by 4.4.2025.

6) UG and PG practical External Exam schedule should be completed before 18.4.2025.

- 7) Academic council and Governing Body will be arranged shortly.
- 8) Student finances cell should be placed in the Department by maintaining registers for this Varkumari as Incharge is placed. (Varkumari)
- 9) Guest Lecture is planned on 15.4.2025 and should follow all guidelines as prescribed by Academic cell and IQAC formats. (K. Surja Rao)
- 10) Field trips should be planned for 2nd and 3rd week for ug and Pg courses. (K. Surja Rao)
- 11) News Letter for the months of December 2024, January and February 2025 should be updated and post it in Broadsheet as given by H. Vijayanthi gaur.
- 12) LMS should be planned for Multi Disciplinary Courses also.
- 13) Zoology Club should be maintained by Raghuveer and Sujay gaur.
- 14) All Papers ug & Pg both should be taken by all faculty members.

Place: RJY

Date: 3/4/2025

G. Sateja
Incharge

Members :

- | | | |
|----------------------|---|-------------------|
| 1) K. Durga Rao | → | K. Durga Rao |
| 2) K. Balbu | → | K. Balbu |
| 3) G. Ravi Teja | → | G. Ravi Teja |
| 4) K. Subashini Devi | → | K. Subashini Devi |
| 5) M. Vijayashanthi | → | M. Vijayashanthi |
| 6) N. Varadachari | → | N. Varadachari |
| 7) Raghavender | → | R. Raghavender |
| 8) S. S. S. S. | → | S. S. S. S. |
| 9) Hemja | → | Hemja |
| 10) Jyothi | → | Jyothi |
| 11) S. S. S. S. | → | S. S. S. S. |
| 12) N. Vedhitha | → | N. Vedhitha |