

GOVERNMENT DEGREE COLLEGE

RAYACHOTY, ANNAMAYYA (Dist.)



ZOOLOGY

(UG courses)

Department of Zoology

Meeting Minutes Register

Academic Year 2019-2020

Minutes of meeting

Odd Semester [I, III, V]

Meeting 1:- Start of Semester Date:- 10-06-2019

The meeting was convened to discuss the plans and activities for the commencement of the odd semester [I, III, V] for the academic year 2019-2020.

key discussion points included the reopening of the college, commencement of classes, curriculum distribution, lesson planning, lab organization, and the action plan for the current year.

2. Agenda:-

- * Commencement of classes for III & V Semesters
- * commencement of classes for I Semester
- * Departmental meeting to discuss result analysis of the previous year.
- * Action plan for the current year
- * Curriculum distribution and lesson planning.
- * Lab organization and requirement.
- * Assignments for I, III and V Semesters.

3. Meeting minutes:-

- * The college re-opened on 06-06-2019.
- * departmental meetings were held to discuss the result analysis of the previous year and to formulate an action plan for the current academic year.
- * Curriculum distribution and lesson planning were discussed, along with lab organization and requirement.

* classes commenced for III & V Semesters on 07-06-2019 and for I Semester on 12-06-2019.

* Assignment were given for I, III and V Semesters:
I Sem - Introduction to Animal kingdom, III Sem - Animal physiology, V Sem - Evolutionary Biology.

4. Action Taken Report :-

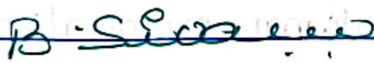
* College re-opened as scheduled.

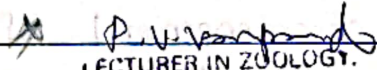
* departmental meeting conducted, and action plan prepared.

* curriculum, and lesson plans prepared.

* classes commenced for all relevant semesters.

* Initial assignments distributed.


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Minutes of Meeting

Meeting 2 :- End of Semester dated :- 26-10-2019

* The meeting was held to review the activities conducted during the odd semester and to discuss the preparations for the end-Semester examinations.

* Key points included the commencement of internal examinations, practical examinations, the last instruction day, and the commencement of end-Semester examinations.

2 Agenda :-

* Commencement of 1st internal examinations for I, III, & Vth Semester.

* Commencement of 2nd internal examinations for I, III & Vth Semester.

* Commencement of practical examinations for I, III and Vth Semester.

* Last instruction day for I, III & Vth Semesters.

* Commencement for End Semester examinations for I, III & Vth Semesters.

* Revision of end-Semester exams.

3. Meeting minutes :-

* 1st internal examinations commenced on 09-08-2019

* 2nd internal examinations commenced on 05-09-2019

* practical examinations commenced on 01-10-2019

* Last instruction day was 05-10-2019.

* End Semester examinations commenced on 14-10-2019.

* Revision for end-semester exams was conducted.

H. Action Taken Report :-

- * Internal examinations 1 and 2 conducted.
- * practical examinations conducted.
- * End-Semester examinations conducted
- * Revision for exams completed.
- * Holidays were observed as per schedule.

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Even Semester [II, IV, VI]

Minutes of Meeting

Meeting 1:- Starts of Semester dated:- 25-11-2019

* The meeting was convened to discuss the commencement of the even Semester [II, IV, VI] for the academic year 2019-2020.

* Key discussion points included the commencement of classes, assignment, group discussions, and planning for departmental activities.

2. Agenda:-

* Commencement of classes for II, IV & VI Semesters.

* Assignments for II, IV, and VI Semesters.

* Group discussions.

* Departmental meetings and planning for even Semesters.

3. Meeting minutes:-

* Classes commencement of II, IV & VI Semesters

* Assignments were given for II, IV and VI Semesters: II Sem - Animal diversity II, IV Sem - Endocrinology, VI Sem - Ecology.

* Group discussions were planned, including topics like "Hormonal disorders" (IV Sem) and Environmental pollution and its impact on wildlife ("VI Sem").

* Departmental meetings were held to plan for the even Semesters.

4. Action Taken Report:-

* Classes commenced for relevant Semesters.

- * Assignments distributed.
- * Group discussion topics identified.
- * Departmental meetings held for planning.

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Minutes of meeting

Meeting 2: End of Semester -

Dated: 18-02-2020

* The meeting was held to review the activities of the even Semester and to finalize the arrangements for the end-Semester examinations.

* Key points of discussion were the commencement of internal examinations, practical examinations, the last instruction day and planning additional activities.

2. Agenda :-

* Commencement of 1st internal examinations for II, IV & VIth Semester.

* Sankranti Holidays.

* Commencement of 2nd internal examinations for II, IV & VIth Semester.

* Commencement of practical examinations for IInd, IVth & VIth Semester.

* Last instruction day for IInd, IVth & VIth Semester.

* Commencement of End Semester examinations for II, IV & VIth Semester.

* Revision and practical examinations.

3. Meeting Minutes:-

* 1st internal examinations commenced on 16-12-2019.

* Sankranti Holidays were observed from 13-01-2020 to 16-01-2020.

* 2nd internal examinations commenced on 10-02-2020.

* Practical Examinations commenced on 24-02-2020.

* Last instruction day was 04-03-2020.

- * End Semester examinations commenced on 09-03-2020.
- * Revision and practical examinations were conducted.
- * planning for internal departmental Audit and college day celebration's was discussed.

U. Action Taken Report:-

- * Internal examinations 1 and 2 conducted.
- * practical examinations conducted.
- * End Semester examinations conducted.
- * Revision and practical examinations completed.
- * preparations for the audit and college day made.

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