

GOVERNMENT DEGREE COLLEGE

RAYACHOTY, ANNAMAYYA (Dist.)



ZOOLOGY

(UG courses)

Department of Zoology

Meeting Minutes Register

Minutes of meeting

1. Odd Semesters (I, III, V).

Meeting 1: Start of odd Semesters dated: 08-08-2023.

A departmental meeting was held to discuss plans and activities for the commencement of the odd semesters (I, III, and V) for the academic year 2023-24.

2. Agenda:

- * Review of the academic calendar and key dates.
- * Distribution of teaching responsibilities and syllabus.
- * Planning of assignments, seminars, and other curricular activities.
- * Discussion of admission campaigning strategies.
- * Planning for departmental activities and celebrations.

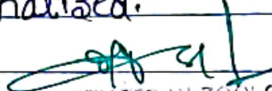
3. Meeting minutes

- * The department reviewed the academic calendar provided by the university.
- * Faculty members were assigned their respective courses and provided with the syllabus.
- * It was decided to conduct assignments and student seminars as part of the curricular activities.
- * Strategies for admission campaigning were discussed to increase student enrollment.
- * The departmental planned to organize events such as Aids Day celebrations.

4. Action Taken Report:-

- Academic calendar distributed to faculty.
- Teaching responsibilities assigned.
- Timelines for assignments and seminars set.
- Admission campaigning activities scheduled.
- Dates for departmental events finalized.


IQAC Co-Ordinator
GOVT. DEGREE COLLEGE
RAYACHOTY - 516269
Annamayya Dist., A.P.


LECTURER IN ZOOLOGY.
Govt. DEGREE COLLEGE
RAYACHOTY - 516 269,

Minutes of Meeting

Meeting - 2: End of odd semesters dated: 20-12-2023.

A departmental meeting was held to review the activities conducted during the odd semesters and to plan for the semester-end examinations.

2. Agenda

- * Review of syllabus coverage and co-curricular activities.
- * Conduct of internal examinations and remedial coaching.
- * Preparation for semester-end examinations.
- * Discussion of practical examinations and record work.
- * Planning for result analysis and action plan for the next semester.

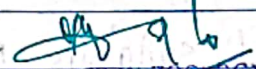
3. Meeting Minutes

- * The department reviewed the syllabus coverage and the co-curricular activities conducted.
- * Remedial coaching was provided for slow learners.
- * The schedule for semester-end practical and theory examinations was discussed.
- * Faculty members discussed the completion of record work and internal assessments.
- * Plans were made to conduct a result analysis meeting to prepare an action plan for the next semester.

4. Action Taken Report:

- * Syllabus coverage completed.
- * Remedial coaching conducted.
- * Semester-end examination schedule finalized.
- * Practical examinations completed.
- * Result analysis meeting scheduled.


IQAC Co-Ordinator
GOVT. DEGREE COLLEGE
RAYACHOTY - 516269
Annamayya Dist., A.P.


LECTURER IN ZOOLOGY.
GOVT. DEGREE COLLEGE
RAYACHOTY - 516 269.

Even semesters (II, IV, VI).

Minutes of Meeting

Meeting 1:- Start of even semesters dated: 20.01.2024.

A departmental meeting was held to discuss the commencement of even semesters (II, IV and VI) for the academic year 2022-23.

2. Agenda

- * Review of the academic calendar for even semesters.
- * Distribution of syllabus and teaching responsibilities.
- * planning of curricular activities, including assignments, group discussions and seminars.
- * Discussion on conducting special events.

3. Meeting minutes

The department reviewed the academic calendar for the even semesters.

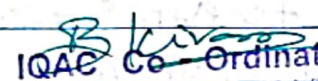
faculty members were assigned their respective courses and provided with the syllabus.

curricular activities such as assignments, group discussions, and student Seminars were planned.

The department planned to conduct women's day celebrations.

4. Action Taken Report

- * Academic calendar distributed to faculty.
- * Teaching responsibilities assigned.
- * Curricular activities planned and scheduled.
- * Departmental events scheduled.


IQAC Co-ordinator
GOVT. DEGREE COLLEGE
RAYACHOTY - 516269
Annamayya Dist., A.P.


LECTURER IN ZOOLOGY
Govt. DEGREE COLLEGE
RAYACHOTY - 516 269.

Minutes of meeting

Meeting 21- End of even Semesters dated : 13-04-2024.

A departmental meeting was held to review the activities conducted during the even semesters and to plan for the Semester end examinations.

2. Agenda:

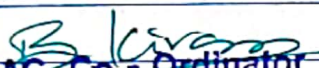
- Review of Syllabus completion and co-curricular activities
- Conduct of internal examinations.
- Preparation for semester-end examinations.
- Discussion of practical examinations and record submission
- Planning for any additional academic activities.

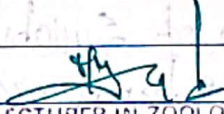
3. Meeting minutes:

- * The department reviewed the syllabus completion and the co-curricular activities conducted.
- * Internal examinations were conducted, and student performance was evaluated.
- * The schedule for semester-end practical and theory examinations was discussed.
- * Faculty members ensured the completion and submission of student records and practical files.
- * Additional academic activities such as field visits were organized.

4. Action Taken Report

- * Syllabus completion verified.
- * Internal examinations completed.
- * Semester-end examination schedule finalized.
- * Practical examinations completed and records submitted.
- * Additional academic activities conducted.


IQAC Co-Ordinator
GOVT. DEGREE COLLEGE
RAYACHOTY - 516269
Annamayya Dist., A.P.


LECTURER IN ZOOLOGY.
GOVT. DEGREE COLLEGE
RAYACHOTY - 516 269.