

II<sup>nd</sup> Meeting  
JULY

5.7.2011.

Contract lecturer appointed  
A dept. Meeting is held in Botany dept.  
discuss about the division of work load.

Horticulture - M.S.B. Naidu - Total classes

Botany - II BSc <sup>3 BSc (Hons - III & IV)</sup> Theory & Practical both  
and also 1 year practical class  
taken by Smt. G. Jayalakshmi, Lect.  
Theory - 6 periods practicals = 14 periods Botany  
III BSc Theory & practicals  
taken by G. Venkata Rao LT DE in  
Theory: 8 periods; Practical: 12. Alt.

Signature of the lecturer:

(1) 

(2) 

(3) 

Signature of the Principal



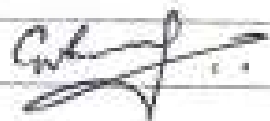
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3rd Meeting  
AUGUST

A dept Meeting held in Botany dept. discuss about the curricular activities like coverage of Syllabus, Preparation of Laboratory, Project work for the students, Assignments condution, etc. Dept. equipment list preparation, arrangement of slides, charts and Museum specimen. Shifting of horticulture lab to computer lab vice versa.

Signature of the lecturers

(1) 

(2) 

(3) 

Signature of the Principal



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## 1<sup>st</sup> Meeting

September

A Dept Meeting held in Botany dept about the curricular activities & the coverage of Syllabus, Unit Test construction, Project work, Seminar etc.

Botany - Unit - II is completed for I, II, III year  
Project work - I yr -  $CO_2$  - algae - A.P.

II - Bryophytes in A.P.

B.H.C - Pteridophytes in A.P.

Fungal, Bacterial, Viral diseases found in Tekkal College

II yr - Gymnosperms in India

III yr - Biodiversity of the College campus

III yr - Various reports preparation

Practicals -

Botany - practicals completed as per the Syllabus

(Plant Kingdom - I yr)

Gymnosperms - II yr

Plant physiology - III yr)

Signature of the Lecturers:

(1)   
C.P. Subramanian  
Lect. in Botany

(2)   
C.S. Srinivasan  
Lect. in Botany

(3)   
A.S. Srinivasan

Signature of the Principal

  
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## OCTOBER

A Dept Meeting held in Biology dept about the curricular activities like coverage of syllabus, conditn of unit Test-III, conduct of Assignment, Record work, practicals etc.

Proposal for purchase of laboratory equipment from the U.G.C. budget for this year is submitted.

The equipment required is 'Olympus Binocular Microscope'

(1) Binocular Microscope = 28,710.00/-

(2) Overhead Projector = 5,400.00

34,110

Theory:-

Bday-I - 2 units complete Bot-I 4 units complete

Bday-II - 3 units " " 3 units

Bday-III - 2 units " " 2 units

Bday-IV - 2 units " " 2 units

Practicals:-

Microbiology

Bday I - Microbiology Microbiological tools

Bday II - Anatomy applied anatomy management

Bday III - Plant physiology / cell-biology, applied

Bday IV - cell biology complete storage chemicals

Signature of the teacher:-

1.   
unit

2. 

3. M.C. ...

Signature of the Principal



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## NOVEMBER

The activities in this month are

(1) G. Jayalakshmi, lecturer in Botany attended 3 day Induction Training programme at A.U., Academic Staff College ~~from~~ 4.11 to 6.11.

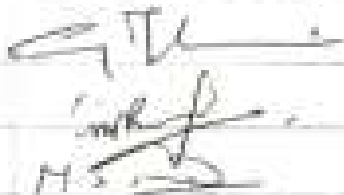
(2) Half yearly Examination conducted for B.Sc. Students, papers collected & marks posted.

(3) field work conducted for II years.

(4) <sup>By year</sup> clearing of Botany Garden for 5 years.

(5) Students participated in 2nd level Exhibition on Science Technology & Development at C.D.C(W) SKM on 28<sup>th</sup> & 29<sup>th</sup>. (6) Student Seminar conducted.

Signature of the Lecturer

  
H.S.

Signature of the Principal

  
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## DECEMBER

A dept meeting held in Biology dept discussed about the curriculum activities.

- (1) Half yearly examination result analysis
  - (2) Purchase of laboratory equipment
  - (3) Extracurricular activities (field trips/ student seminar etc)
  - (4) Remedial classes for slow learners
  - (5) Read work for OSAAAC
  - (6) Theory and practicals syllabus completion
  - (7) Revision timetable for I, II, III yr
  - (8) Completion of Practical Records verification, collection of certification.
  - (9) Laboratory cleaning
- closed

### Activities -

- (1) II yr students visited local ponds, rivers to observe phytoplankton for 'Ecology'
- (2) Identification of Medicinal plants at the College campus - III yr
- (3) College flora noted - II year
- (4) ~~Field botany~~ -

Signature of the Lecturer

  
C. S. J.

Signature of the Principal

  
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## January

A dept. meeting held in Belong dept discussed about the curriculum activities for this month.

(I) G. Sanyalabam, HOD, attended Orientation course from 12-1-2012 to 14-2-2012 at USC, ACC, Andhra University, Vishakhapatnam.

(II) Completion of practicals, Record verification, Record certification etc.

(III) Student Seminar conducted on 1

(IV) Students subjected to the Project work

(V) Pre-final practical Examination conducted

(VI) Remedial coaching classes for backward students.

Signature of the lecturer



Signature of the Principal

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## February

A dept. meeting held in Botany dept discussed about the curricular activities for the month.

(i) Pre-final Examination conducted

(ii) Papers received, collected & marks posted in the Marks register.

Result analysis :- Half year Exam

|                      |                |              |               |
|----------------------|----------------|--------------|---------------|
| I <sup>st</sup> yr - | Appeared<br>50 | Passed<br>37 | Pass %<br>74% |
|----------------------|----------------|--------------|---------------|

|                       |    |    |       |
|-----------------------|----|----|-------|
| II <sup>nd</sup> yr - | 29 | 10 | 34.5% |
|-----------------------|----|----|-------|

III<sup>rd</sup> yr -

|           |    |    |       |
|-----------|----|----|-------|
| Paper III | 35 | 19 | 54.3% |
|-----------|----|----|-------|

|          |    |    |       |
|----------|----|----|-------|
| Paper IV | 37 | 27 | 72.9% |
|----------|----|----|-------|

Half Pre-final Exam

|       |              |        |       |
|-------|--------------|--------|-------|
| Paper | No. appeared | Passed | %     |
| I     | 59           | 44     | 74.5% |

|    |    |    |       |
|----|----|----|-------|
| II | 40 | 14 | 35.0% |
|----|----|----|-------|

|     |    |    |       |
|-----|----|----|-------|
| III | 40 | 26 | 65.0% |
|-----|----|----|-------|

|    |    |    |       |
|----|----|----|-------|
| IV | 41 | 20 | 48.8% |
|----|----|----|-------|

(iii) Re-Exam conducted for the absentees

(iv) Public practical Examination conducted on 22-2-2012 to 23-2-2012 for III<sup>rd</sup> yr students (Papers III & IV)

(v) Attendance consolidation

(vi) Celebration of Science day on Feb 29<sup>th</sup>

(vii) Botany equipment purchased



JUNE

Dept. meeting with the principal had place  
work distribution discussed. Copy of the time  
table showing distribution of work has submitted  
to the principal.

In June, contract lecturer is not appointed  
Dr. G. Jayalathani taken leave for 10th & 11th

Dept. Activity -

Dr. G. Jayalathani - attended Refresher course  
Lecturer in Botany Training programme at  
A.S.C., A.V. Vaidyanathan  
from 5.6.2012 to 25.6.2012

Signature of the Lecturer

①

*[Signature]*

*[Signature]*  
Signature of the Principal

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July

Contract lectures appointed for Botany  
and Horticulture. For the division of classroom  
work is distributed

Bot. to Jagadebhai - Paper I & Paper-II of Botany  
Sci. to Venkatesh Rao - Paper I & Paper-II of Botany  
M. Suresh Naicker - Horticulture all papers

Dept. Activities:-

- (i) Lab - cleaning
- (ii) Botany gardening work
- (iii) I<sup>st</sup> & II<sup>nd</sup> classes started
- (iv) I & II of Supplementary Exams - about  
Inspection duty.
- (v) completion of July syllabus
- (vi) Assignment conducted

Signature of the lecturer

①

② *[Signature]*

Signature of the Principal

*[Signature]*

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August

date: 1/8/20

Dept activities -

- (1) Model Test - I conducted
- (2) field visit to II yr students (lateral entry)
- (3) last proposed attendance consolidation, students who have less than 75%, talk to their parents
- (4) Student Seminars conducted
- (5) Project seminar work (both individual/group) given to II yr students

Signature of the lecturer

①

② *Signature*

Signature of the principal

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September

Date: 4/9/12

A dept. meeting held in Botany dept. discuss about the curricular activities like coverage of syllabus, preparation of Laboratory, project work for the students, Assignment construction, to dept. equipment list preparation, arrangement of slides charts and museum specimens. Horticulture lab and the syllabus coverage also discussed and the project work.

Signature of the Lecturers

①

② *[Signature]*

Signature of the Principal

*[Signature]*  
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**Govt. Degree College**  
**TEKHALI.**

MEETING NOV 4/11/2016

A department meeting held in dept of Botany discussing following resolutions

1. Botanical Tour
2. Students Quiz
3. Students Seminars
4. Assigning Project work.

Signature of the lectures:

1. Ch. 34

MEETING : July 18/07/2013

A departmental meeting held in Dept. of Botany  
to discuss work distribution of the  
Botany Syllabus and dept. activities.  
Theory and Mendel day Celebration.

- |                |   |            |
|----------------|---|------------|
| 1. Paper - I   | } | Ch. Sunita |
| 2. Paper - II  |   |            |
| 3. Paper - III |   |            |
| 4. Paper - IV  |   |            |

Practical

- |                |   |            |
|----------------|---|------------|
| 1. Paper - I   | } | Ch. Sunita |
| 2. Paper - II  |   |            |
| 3. Paper - III |   |            |
| 4. Paper - IV  |   |            |

Ch. Sunita

Ch. Sunita

## MEETING

AUGUST 14/08/2017

A departmental activities discussed in  
dept. meeting held in dept of Botany.

The activity resolutions are:

1. Students Seminar
2. Assignments
3. Gardening and cleaning campus
4. Herbarium Collection

Chait. (Chaitanya)

## MEETING

September 2/09/2017

A Departmental meeting held in  
Dept. of Botany to discuss following  
resolutions.

1. Field visit to Pond Ecosystem
2. Project work
3. Preparation of the Lab for conducting  
Practical Examination

Chait (Chaitra)



## MEETING October 5/2017

A departmental meeting held in Jett of  
DOHNY to discuss departmental activities

1. Revision on Syllabus to Prepare Students  
to Sem I, Sem II & Sem V

2. Assignments

3. Giving important questions and material

Ch. S. J.  
(Ch. Sanita)

C. S. J.

### MEETING

A Department Meeting held at the Dept. of Botany to discuss the following activities

1. Brief session about the discussion of a syllabus analysis.
2. practical syllabus Analysis
3. Student Assignments
4. Clean and green.
5. project work

Signature of Faculty  
Ch. Venkatesh