

Academic year 2017-2018

28.06.17

Dept. of Zoology held staff meeting at 10.00 AM.  
to discuss the following points

- 1) Entry of university marks analysis in the concerned registers.
- 2) Conducting remedial classes to the failures for the 2nd and 1st year students.
- 3) The staff is requested to take classes regularly for the allotted classes.
- 4) The lecturers are requested to take digital classes.
- 5) The staff is requested to motivate the students towards their Excellency in studies by giving counselling and guidance.

6) The following staff have decided to take up the following papers.

- |                             |    |                    |
|-----------------------------|----|--------------------|
| 1) B. Swarna Navy           | -  | I, II, BZC (TM) Pa |
| 2) D. Aruna Kumari          | -  | I, II, BZC (EM)    |
| 3) N. S. Venugopal          | -  | III, EM, TM        |
| 4) K. Sujya Parvathi Poddig | -- | I, II, III, TM     |

1) B. Swarna Navy

2) D. Aruna Kumari

3) N. S. Venugopal

4) K. Sujya Parvathi Poddig

P. Sujya Parvathi Poddig

PRINCIPAL  
SKR & SKR Govt. Degree College  
for Women, Kadapa

2017-2018

12.7.17.

Dept of Zoology held staff meeting at 10.15 AM  
to resolve the following.

- 1) All the lecturers are requested to attend the classes regularly, as per the new time-table.
- 2) New-time-table is adopted to all the classes.
- 3) The lecturers are requested to give instructions to all the science students be regular and intense to the classes.
- 4) The staff is requested to motivate the students to prepare for the Internal Exams and assignments.

- 1) B. Swamy
- 2) D. Anil Kumar
- 3) N. S. Basappa
- 4) [Signature]
- 5) Radhika-S

P. Suresha Lakshmi

PRINCIPAL  
SKR & SKR Govt Degree Collg.  
for Women, Kadapa

The Dept of Zoology staff held meeting at 10:15 am to discuss the following.

1) All the staff requested to prepare the students for the external exams to be held on 16.08.17.

2) All the staff is requested to complete their syllabus prescribed for the 1st semester.

3) The staff is requested to be update their syllabus coverage, Teaching diaries, marks entering in the registers by the end of the month.

4) All the staff is requested to give their individual Annual Curricular plan, Time table to the incharge of Dept. early without fail.

1) B. Saritha

2) D. Anitha

3) N. S. K. Reddy

4) K. P. Reddy

5) Radhika S

6) K. Hymavathi

P. Suresh Reddy

PRINCIPAL  
SKR & SKR Govt. Degree College  
for Women, Kadapa

The Dept of Zoology staff had meeting at 10:15 am to discuss the following.

1) All the staff requested to prepare the students for the internal exams to be held on 16.08.17.

2) All the staff is requested to complete their syllabus prescribed for the 1st internal.

3) The staff is requested to be update their syllabus coverage. To clearly observe marks entering in the registers by the end of the month.

4) All the staff is requested to give their individual annual curriculum plan, time table to the incharge of Dept. early without fail.

- 1) P. Sankar
- 2) D. Anitha
- 3) N. S. K. S.
- 4) K. P.
- 5) Radhika S
- 6) K. Hymavathi.

P. Suresh Babu

PRINCIPAL  
SKR & SKR Govt. Degree College  
for Women, Kadapa

The Dept of Zoology staff held meeting at 10:15 am to discuss the following.

1) All the staff requested to prepare the students for the external exams to be held on 16.08.17.

2) All the staff is requested to complete their syllabus prescribed for the 1st internal.

3) The staff is requested to be update their syllabus coverage, Teaching diaries, marks entering in the registers by the end of the month.

4) All the staff is requested to give their individual Annual Curricular plan, Time table to the incharge of Dept. early without fail.

1) B. Saritha

2) D. Anitha

3) N. S. K. S. S.

4) K. P. S.

5) Radhika. S.

6) K. Hymavathi.

P. Suresh Babu

PRINCIPAL  
SKR & SKR Govt. Degree College  
for Women, Kadapa

05-08-17.

The Dept of Zoology staff held meeting at 10:15 AM to discuss the following.

- 1) All the staff requested to prepare the students for the internal exams to be held on 16-08-17.
  - 2) All the staff is requested to complete their syllabus prescribed for the 1st internal.
  - 3) The staff is requested to be update their syllabus coverage, Teaching diaries, marks entering in the registers, by the end of the month.
  - 4) All the staff is requested to give their Individual Annual, Curricular plan, Time table, to the in-charge of dept. early without fail.
- 1) B. Sankarling
  - 2) D. Anitha
  - 3) N. S. Lakshmi
  - 4) K. S. S. S.
  - 5) Radhika S
  - 6) K. Hymavathi.

P. Suresha Reddy

PRINCIPAL  
SKR & SKR Govt. Degree College  
for Women, Kadapa.

26.09.19

The Dept of Zoology Staff had meeting at 10.15 AM to discuss the following.

- 1) All the staff members are requested to prepare the students for the 3rd Internal Exams to be held in the month of October, 2019.
- 2) All the staff members are requested to complete the syllabus pertaining to the 3rd internal, as per the schedule.
- 3) All the staff are requested to update their teaching diaries, syllabus etc. with reference to the practical syllabus and practical record work by the end of this month, so that the students can prepare well for the practical exams to be conducted in October.

1) Bhaskar

2) Dr. V. S. S.

3) N. S. V. S.

4) K. S.

5) S. S.

6) Reshika-S

02.10.17.

The Dept of Zoology Staff held meeting at 10.15 AM. to discuss the following.

- 1) All the staff are requested to conduct the third internal Exams to the Zoology Subjects for I, II, III year students, from 1st to 15th of October.
- 2) All the staff are requested to complete the practical syllabus and practical record work so that students can prepare well for the practical Exams to be held on 16th October for II and III year students.
- 3) All the staff are requested to conduct the practical Exams as per the schedule and as per the syllabus and model paper and see that the Exams be conducted in smooth manner.
- 4) All the staff requested to complete the practical Exams papers be corrected and put the marks in the concern registers and also update all the columns pertaining to the internal marks and practical Exams.

1) Sundaram

2) Amal Kumar

3) N.S. Varadachari

4) K. S. Srinivasan

5) J. K. Srinivasan

6) Radhika S.

08.11.17.

The Department of Zoology staff held meeting at 10.15 am. The discuss the following.

The staff are requested to complete the process of Biometric to the students of I, II, III year. B.Sc. B.Zc. M. Em. and Bachel. Z. Chemistry. Em. M. Students so that the students can get their attendance in the Biometric regularly in the coming semester without fail.

1. The staff are requested to issue hall tickets to the I, II, III year. B.Sc. M. Em. Bachel. Z. Chemistry. 1st, 2nd, 3rd, 4th semester students by observing their attendance and 1st year students are asked to get their sub-merit marks memo send copy while issuing the hall tickets without fail.

2. The exam for the 1st, 2nd, 3rd, 4th semester to be held from 22nd of Nov. 15th of November respectively.

P. Sushma Patil  
8.11.2017

1) Bhaskar

2) Anil

3) N.S. Dargal

4) K.S.

5) K.K.

6) Radhika S.

12.12.17

The Department of Zoology staff held meeting at 10.15 am. to discuss the following.

As per the instructions of the principal. the staff should follow the instructions of cce. .

- 1) All the staff should maintain Biometric IAMSO app. in their smart-mobils to update the student attendance, without fail.
- 2) All the staff should be update their departmental activities. for the academic audit visit.
- 3) All the staff should update their teaching diaries and Teaching plans.
- 4) The Dept should update college activity Register.
- 5) The staff should attend for the inauguration of virtual class. in vijayawada by Honorable Minister Sri. G. Brinvasara Rao. in the Room- 6. ~~of the~~ where the virtual class room was installed. on 13.12.2017. at 8.30 pm. sharp.

- 1) Bohaling
- 2) N.S. Jayant
- 3) Anuborn
- 4) ~~\_\_\_\_\_~~
- 5) ~~\_\_\_\_\_~~
- 6) ~~\_\_\_\_\_~~

Academic year 2018-19

ACADEMIC YEAR - 2018-19.

8.6.18.

Department of Zoology, held staff meeting, at 10.00.Am. for discuss the following points

- 1) Entry of university marks, in the concerned registers. I. I year. II year degree students.
- 2) conducting remedial classes to the failures for the 2nd and 3rd year students.
- 3) All the staff requested to take classes regularly for the allotted classes.
- 4) The staff is requested to take digital classes and virtual classes.
- 5) The staff is requested to motivate the students towards their Excellency in studies, by giving counselling and guidance.
- 6) The following staff have decided to take the following classes regularly.

- |                           |   |                   |                 |
|---------------------------|---|-------------------|-----------------|
| 1) B. Swarnamary          | — | I, II, T.M.       | <i>ks</i>       |
| 2) D. Aruna Kumari        | — | I, II, Em, T.M.   | <i>dal</i>      |
| 3) M. S. Vengopal         | — | III Em, T.M.      |                 |
| 4) K. Surya prakash Reddy | — | I, Em, T.M.       | <i>BT ksp</i>   |
| 5) Subhaswini Devi        | — | II, Em, III Em.   | <i>Kuttakud</i> |
| Miss. Megha Vattu         | — | II ya II year     | <i>EM, Em.</i>  |
| Ms. Rachika               | — | III: Em, Radika-S |                 |
|                           | — | PR                |                 |

1. *Andhra*
2. *Sulbani*
3. *N. S. Binul*
4. *ksp*
5. *ks*
6. *ks*
7. *ks*

20.07.2018.

Department of Zoology held Staff meeting  
at 10.00 AM. to discuss the following points.

All the staff is requested to take  
initiative and update their activities for the  
coming NAAC.

Staff is requested to take classes  
regularly and conduct Assignments for their  
classes.

All the staff is requested to give  
their maximum effort to have admissions  
in the B.Sc. Courses.

The staff is requested to take the  
classes as per the Timetable and workload  
of syllabus. with punctuality & accuracy.

The staff is requested to complete their  
syllabus schedule for the 1st internal to be  
held ~~at~~ in the end of their month.

The lecturer are requested to  
take digital classes promptly.

- 1) S. Swarna Manvi - S. Swarna Manvi
- 2) D. Aruna Kuvai - Arunkumari
- 3) N. S. Venugopal - N. S. Chid
- 4) K. Surya prakash Reddy - K. S. Reddy
- 5) K. Subhaswini Devi - K. Subhaswini Devi
- 6) Mrs. Hymavathi - Hymavathi
- 7) S. Radhika - Radhika S

19.08.2018

Zoology Dept. held staff meeting at 10.00 am.

19.08.2018 to discuss the following

- 1. All the staff are requested to take allotted classes regularly.
- 2. The staff is requested to complete the syllabus for the final internals to be held from 6th of September, 2018.
- 3. The staff is requested to complete the assignment work, and Seminar to the I, II, III year students.
- 4. The staff is requested to post the 1st internal marks, Assignments, and Seminar work and enter in the respective Marks register.
- 5. The staff is requested to keep the internal marks of the I, II, III year students in a separate sheet to be submitted to the controller as and when asked by the same.

- 1) B. Swarna Mayy.
- 2) Dr. D. Aruna Kumari
- 3) N. S. Venugopal
- 4) R. Surya Prakash Reddy
- 5) K. Subhashini, D.O.
- 6) Mrs. Anuradha
- 7) Sub. S. Radhika

Billing  
 Anil Kumar  
 N.S. Reddy  
 K.P. Reddy  
 K. Subhashini  
 (Signature)  
 19/8/18

25.09.18.

Zoology Dept. held staff meeting.  
on 25.9.18. at 12:00 P.M. to discuss the  
following.

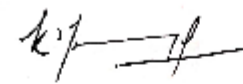
- 1) All the staff are requested to  
part. all classes. internal marks. in the  
register and update the internal marks  
register by 29.09.18. without fail.
- 2) Staff is requested to prepare  
the question papers for the I, II & III year  
Zoology practicals for the semester exams.
- 3) Staff is requested to complete  
the semester practical exams by the  
end of 1st week of October and part  
the marks in the respective books.
- 4) The staff is requested to prepare  
with the students work for the  
semester exams to be conducted on  
11.10.2018. by completing their allotted  
syllabus without fail.

- |                            |       |                  |
|----------------------------|-------|------------------|
| 1) B. Swarna Mary.         | _____ | Prithvi          |
| 2) Dr. D. Bruma Kumari.    | _____ | Prithvi          |
| 3) K. Surya prakash Reddy. | _____ | K.P.R.           |
| 4) N.S. Venugopal          | _____ | N.S. Venugopal   |
| 5) K. Subhadra Devi        | _____ | K. Subhadra Devi |
| 6) Mrs. Jayarajathi        | _____ | (Signature)      |
| 7) Sub. S. Radhika         | _____ | (Signature)      |

## Circular







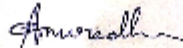
9.11.18

It is informed that I am going to attend a Refresher course at SV University, Tirupati for a period of 3 weeks i.e. from 12.11.2018 to 1.12.2018. In my absence (on duty to R) Sri K. Surya-prakash-Reddy garu will act as i/c for the Departments of Both Zoology and Biotechnology. All the faculty members including Regular, MIS, guest faculty are requested to extend their co-operation to K. Surya-prakash Reddy Sir when ever the information required in all aspects.

Noticed: 

D. Anuradha

### Staff:

- 1) B. Rajashekar - 
- 2) B. Swarna Mary 
- 3) N.S. Venugopal 
- 4) B. Radhika
- 5) K. Hymavathi 
- 6) M. Sireetha 
- 7) N. Revathi 
- 8) T. Anuradha 

Circle No. 0000

Dept of Zoology staff held meeting in the  
Department at 11:00 AM to discuss the following  
on 20.11.2018

All the staff are requested to Register  
for the MOOCs and make 10 students to register  
under MOOCs per faculty member.

All the staff requested to publish 2 Research  
publications compulsory and duplication for guest staff.

The regular staff are requested to prepare  
the seminar/proposal Research projects.

The staff are requested to Register for infobrut  
and ask the students to verify the e-books,  
articles, journals in the internet.

All the staff requested to email and reports  
for the Swagata App and email for the courses.

All the staff are requested to register for the  
National Digital Library at least 5 students must  
register for the NDL

All the staff requested to have help members  
for infobrut and e-mail addresses for further  
information. [Call No 07923268244] email.

seva@infobrut.ac.in, attend the Inaugural function virtual  
room and New Resa Building on 23.11.18.

1) Basuulay

2) N.S. Varma

3) K. S. J.

4) K. Sushashini

5) S. K.

6) S. K.

7) S. K.

Academic year 2019-20

Academic year 2019-2020

10.06.2019.

Department of Zoology staff meeting held at 11.00 am to discuss the following points.

1. Entry of university marks in the concerned registers of II year <sup>I year</sup> Degree students.
2. All the staff are requested to take classes regularly and to follow the last year time-table for the allotted classes.
3. The staff is requested to take digital classes & virtual classes.
4. The staff is requested to motivate the students towards their Excellency in studies by giving counselling.
- 5) The following staff decided to take classes regularly..

1. Dr. Aruna Kumari
2. B. Swarna Mayy
3. N.S. Venkappal
4. B. Rajasekhar
- 5) K. Surya Prakash Reddy
- 6) K. Subhashini Devi
- 7) Billingy
- 8) N.S.V. ....

- IEM, TM, BEM.
- I, II TM.
- III EM, B2C & Bachelo. NSU
- III TM, & IEM.
- IEM, IIM & IIT
- IEM, BEM.

a. J. Jay  
 b. K. Jay  
 c. K. Jay

2019-20

19.7.2019

Department of Zoology staff members  
held at 4. PM to discuss the following.

1. Continuation of Guest faculty to take classes as one of the faculty has retired.
2. Time table has set allotted classes and informed to take regularly along with virtual, Digital classes.
3. It is also resolved to ~~take~~ maintain teaching notes and doing both soft copies and hard copies.

D. Amolkumar  
Hc Dept of Zoology.

1. B. Suresh Kumar
2. N. S. Upreti
- 3.
4. K. S. Bhatnagar
5. R. Singh

2019-20

3. Aug. 2019

Department of Zoology staff are met and resolved the following.

1. completion of syllabus and prepare the students for I. internal exams.
2. correction and submission of answercripts within a stipulated period.
3. Identification of poor students and suggested for improvement.
4. To bring awareness on Malaria on the occasion of Malaria Day.
5. To conduct various activities on par with regular classes.

D. Amalmani

1. B. Sankar
2. V. S. Sankar
- 3.
4. R. Subashini
5. Dr. Jey

2019-20

17.9.2019

As per the instructions of principal Madam  
Dept of Zoology & Biotech Staff had a meeting  
to discuss about the workload and  
quest faculty of II Internal Exams & sem end Practicals.

> It is resolved to take extra periods by lecturers (5)  
to complete the syllabus.

> All the staff requested to take allotted classes regularly.

> The staff is requested to complete the Assignment work &  
Seminars to the I, II, III year students.

> Staff is requested to the post the 1<sup>st</sup> Internal marks, Assignment  
marks, and enter the respective marks register.

> II Internal Exams for all 3 years students.

> The staff is requested to keep Internal marks of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year  
students in a separate sheet to be submitted to the Controller of Examinations  
section.

1. B. Suresh Kumar - MS
2. Dr. Anna Kinnai - JKV
3. N. S. Vamsi Gopal - N.S. Gopal
4. K. Subhasini Devi - KS
5. B. Rajashakar - Dr. Rajashakar

10/10/2019.

Head Department of Zoology holding meeting with the staff at 10.30 AM to discuss the following contents

- Staff is requested to prepare the question papers for the I, II, III year Zoology practicals for this semester exams.
- The staff is requested to complete the semester practical Exams (for I, III & V sem students) from 15/10/2019 to 18/10/2019 and put the marks in the respective registers
- The staff is requested to prepare the students well for the 1<sup>st</sup>, III & 5<sup>th</sup> Sem End exams to be conducted on 23/10/2019.
- It is resolved to prepare the students to get 100% results in the 1, 3, 5 sems End Exams.

B. Swarna Mary	- B. Sridhar
Dr A. Aruna Kumari	- D. Srinivas
K. Subhashini Devi	- K. Subhashini
M. S. Venkatesh	- N. S. Srinivas
B. Rajashekar	- P. Srinivas

19/11/2019.

The dept of Zoology held meeting at 12.00PM and discussed about the following topics

1) It is resolved to take up the different papers by the following lecturers:

II Sem II Paper - Animal diversity - CHORDATES.	- Dr. D. Arunakumari - K. Subhashini Devi - B. Sarama Mary - <del>Res</del>
II Sem - II Sem - II Paper - Embryology, Physiology, Ecology.	- Dr. D. Arunakumari - K. Subhashini Devi - B. Sarama Mary - <del>Res</del>
III Sem - III Sem - III Paper - Immunology.	- B. Rajashekhar -
III Sem - III Paper - cluster	- Dr. D. Arunakumari - B. Raja Shekhar - X
C-1	
C-2	
C-3.	- N.S. Venugopal - B. Sarama Mary <del>Res</del>

- 2) All the lecturers are instructed to make Semester Curricular Plan and to maintain Teaching diary & attendance registers
- 3) Time-table has been framed and circulated among the lecturers & students.
- 4) Lecturers were requested to take ppt classes & Digital classes to the students from the beginning w/ self.
- 5) Lecturers are requested to motivate the students towards their excellency in their studies by counselling & guidance.

Smt B. Sarama Mary	- <del>Res</del>
Dr. D. Aruna Kumari	- <del>Res</del>
Smt K. Subhashini Devi	- K. Subhashini Devi
B. Rajashekhar	- <del>Res</del>
N.S. Venugopal	- N.S. Venugopal

18/12/2019

Department of Zoology held meeting with staff at 11 A.M. and discussed the following.

- 1) It is resolved to keep the records of the Dept. updated.
- 2) It is resolved to keep all the records of the Staff updated.
- 3) All the Staff is requested to take the classes as per the Timetable and work-load of Syllabus both Practical & Theory.
- 4) The Staff is requested to complete their Syllabus. Schedule for the 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> semesters 1<sup>st</sup> Internals to be held in the end of this month.
- 5) The Lecturers are requested to take digital classes promptly.
- 6) It is resolved to maintain Teaching notes and diary both soft copies and Hard copies & to sign with the Principal Madam.

1. Smt B. Swarna Mary - B. S. S. S. S.  
2. Dr. P. Aruna Kumari - Dr. P. Aruna Kumari  
3. Smt. K. Subhashini Devi - K. Subhashini Devi  
4. N.S. Venugopal - N.S. Venugopal  
5. B. Rajashekhar - B. Rajashekhar

As Per the Instructions of Principal Madam,  
Department of Zoology staff members meet at 12:30 P.M. to  
discuss the following. 23/01-2020.

- 1) All the Lecturers shall attend the college before 10 A.M.
- 2) All the Lecturers are requested to inform the students to come to the college before 10 A.M. & Put Biometric Compulsory.
- 3) All the lecturers are requested to take the attendance exact at 10 A.M.
- 4) All the Lecturers are requested to prepare the students <sup>well</sup> for II Internal Exam for 1, 2 & 3 years - 2nd, 4th & 6<sup>th</sup> sem. Also for cluster groups.
- 5) The Staff is requested to maintain the Teaching diary & Notes [Soft & hard copies]
- 6) The Staff is requested to take Digital classes promptly.
- 7) All the lecturers are requested to inform the students to attend the assembly in classroom at 9:50 A.M.

1. Sr. B. Swarna Mary

2. Dr. B. Aruna Kumari

3. Sr. K. Subhashini Devi

4. Dr. B. Raja Sekhar

5. Dr. N. S. Venu Gopal

- B. Sankaran

- Arundhan

- K. Subhashini Devi

- Dr. Leena

- N. S. Venugopal

03/02/2020

Department of Zoology held Staff meeting at 11 A.M and discussed the following:

The staff is requested to submit the question papers [2 handcopies + 1 soft] to Examination cell, for II Internal Exam - ... 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> clusters.

The staff is requested to send the particulars of V.C & D.C classes - Topic, date, Time etc., to enter the VC/DC Register in online sheet

The staff is requested to maintain the teaching diaries & Notes handcopies

The staff is requested to help the Arana Madam & Sir to complete Lab requirements of "Nadu - Nedu", Comparative statements, etc. Preparation of list.

All the lecturers are requested to inform the students, 2<sup>nd</sup> internal Timetable from 10<sup>th</sup> to 12<sup>th</sup> February.

The staff is requested to attend the regular virtual class along with the students aspect V.C Timetable.

The staff is requested to share the Dept work equally & not to stress one member.

1. Ms B. Susama Mary - B. Sankaran
2. Dr. D. Aruna Kumari - Aruna
3. Ms K. Subhashini Devi - K. Subhashini
4. Dr. B. Raja Sekhar - B. Raja
5. Dr. N. S. Veni Gopal - N.S. Veni

Department of Zoology held staff meeting <sup>Date: 12/04/2020</sup>  
at 10:30 A.M and discussed the following.

The staff is requested to update the Teaching diaries & Teaching notes for Academic Administrative Audit

The staff is requested to update the records for AAA [List in College Group]

The staff is requested to regulate the activities & enter the Depart Act Report

The staff is requested to completion of syllabus before 20th of February.

The staff is requested to prepare the students well for the External Practical Exams in the 1st week of March. Also for Theory Exams - 16th March.

Continuation Internal Evaluation.

The staff is requested to give suggestions for revising the syllabus for I.B.Sc. Start during the next Academic year 2020-2021, for Framing the syllabus

1. Smt. B. Sumanthary - B. Sumanthary
2. Dr. D. Arunakumari - D. Arunakumari
3. Smt. K. Subhashini Devi - K. Subhashini Devi
4. Dr. B. Raja Sekhar - B. Raja Sekhar
5. Dr. D. S. Venugopal - D. S. Venugopal



2020-2021

Department of Zoology held staff meeting dated Nov 2<sup>nd</sup> 2020

The staff meeting is conducted in the department and discussed the following.

1. To prepare classrooms, labs and staff room as per covid-19 protocols.
2. Distribution of workload among the staff for both online and offline classes.
3. To cover the syllabus for 1<sup>st</sup> internal exams.
4. To prepare the students for spoken Tutorials.

Staff members :-

1. Smt. B. Swarna Mary B. Sultana
2. Dr. D. Aruna Kumari Anilmani
3. Smt. K. Subhastini Devi K. Subhashini
4. Dr. B. Rajasekhar A. Deepa
5. Dr. N. S. Venugopal N. S. Gupta

Department of Zoology held staff meeting 21/8/2020

The staff meeting is conducted in the department and resolved the following:

- distribution of workload among the staff members
- to conduct online classes regularly according to time-table.
- revision of syllabus for the final year students.
- to conduct awareness on covid-19
- to motivate students to attend online classes and submission of assignment and to participate quizzes conducted by the departments.
- to celebrate ozone day on 16th september

Staff members :-

- 1. Mrs. B. Swarna Mary
  - 2. Sr. D. Arunakumari
  - 3. Mrs. K. Subhashini Devi
  - 4. Dr. B. Rajasekhar
  - 5. Dr. N. S. Venu gopal
- P. Indira Arinini*  
*K. Subhashini Devi*  
*A. Jay*  
*N. S. Venu gopal*

Department of Zoology held staff meeting dated on 01/02/21

All staff meeting is conducted in the department and to resolved the following.

- # To prepare departmental presentation for DBT-star college scheme.
- # To prepare departmental profile for ISO certification and offline visit.
- # To conduct inauguration function for certificate course zoology - Draw.
- # workload distribution among the staff for 1<sup>st</sup> year students.

Staff members :-

1. Smt. B. Swarna Mary.      B. Swarna Mary
2. Dr. D. Aruna Kumari      Aruna Kumari
3. Smt. K. Subhashini Devi      K. Subhashini Devi
4. Dr. B. Rajasekhar      B. Rajasekhar
5. Dr. N.S. Venugopal      N.S. Venugopal

Department of zoology held staff meeting dated on 1/5/21

Staff meeting is conducted in the department and resolved the following.

1. To conduct online classes regularly as per the time-table.
2. To conduct online classes for practicals to complete the procedures.
3. To follow covid protocol in the department as per the go of A.P. Government.

Staff members :-

- |                            |                    |
|----------------------------|--------------------|
| 1. Smt. B. Swarna Mary     | B. Swarna Mary     |
| 2. Dr. D. Shunakumari      | A. Anilamma        |
| 3. Smt. K. Subhashini Devi | K. Subhashini Devi |
| 4. Dr. B. Rameshwar        | B. Rameshwar       |
| 5. Dr. N.S. Venugopal      | N.S. Venugopal     |

P. Summa Parvathi

1.6.2021



Academic year 2021-22

Department of Zoology held staff meeting dated on 02/6/21  
at staff meeting is considered in the department resolved  
the following.

1. To conduct online classes regularly as per the time table  
and complete the syllabus.

2. To conduct practical classes through virtual labs.

3. To distribute workload classes through for the I sem  
syllabus among the staff members.

4. To conduct online classes for II sem students.

5. To upload our class details in B-PO, CPMT.

6. To maintain online classes record properly.

Staff members :-

1. Smt. B. Swarnamary. B. Swarnamary
2. Dr. D. Aruna Kumari Aruna Kumari
3. Smt. K. Subhashini Devi K. Subhashini Devi
4. Dr. B. Rajasekhar B. Rajasekhar
5. Dr. N. S. Venugopal N. S. Venugopal

Department of Zoology held staff meeting dated on 04/7/21

A staff meeting is conducted in the department and resolved the following.

1. To prepare question paper for the internal examinations for 1<sup>st</sup>, II<sup>nd</sup>, III<sup>rd</sup> year students.

2. To conduct internal examinations for I, II, III year students.

3. To prepare laboratory reagents for the practical examinations.

4. To conduct practical examinations -

Staff members :-

1. Srmt. B. Swarnamary. B. S. Sanyal

2. Sr. D. Arunakumari. Anil Kumar

3. Srmt. K. Subhashini Devi. K. Subhashini Devi

4. Dr. B. Rajasekhar. A. Sanyal

5. Sr. N. S. Venugopal. N. S. Sanyal

Department of zoology held staff meeting  
dated. 9.8.21. and resolved the following.

To prepare the internal marks and  
practical marks in the registers and  
same is send to Central of Examination.  
in the prescribed format.

To prepare the lists of Internal  
marks and practical award list  
and to file the same for future  
verification.

① B. Sumanth

② A. Arun

③ G. R.

④

Department of Zoology. Staff met in the department on 10.9.21 resolved the following:-

- ① To prepare the students of I.B.Sc. B.M. 1<sup>st</sup> and 2<sup>nd</sup> years for the II Semester Exams.
- ② To give imp. questions to the above classes to prepare in a good manner for the II Sem. Exams.
- ③ To prepare the list of students who are lagging behind in the subject care must be taken to prepare them by giving addn. assignment work and also to prepare well for the II Sem. Exams.

① B. Swarnika

② D. Anurag

③ M. S. Bhandari

Department of zoology held staff meeting  
dated. 9.8.21. and resolved the following.

1. To prepare the internal marks and practical marks in the Registers and same to send to Central of Examination in the prescribed format.
2. To prepare the list of Internal marks and practical award list and to file the same for future verification.

1. B. Suresh Kumar

2. A. Arun Kumar

3. C. R. S.

4.

Department of zoology held staff meeting  
dated. 9.8.21. and resolved the following.

1. To prepare the internal marks and practical marks in the Registers and same is send to Central of Examination in the prescribed format.
2. To prepare the list of Internal marks and practical award list and to file the same for future verification.

① B. Sumanth

② A. Arun

③ G. R. S.

④

Department of Zoology Staff met in the department, 2020  
08.10.2021. and resolved the following

The staff member Dr. P. Sathidevi has joined  
in the department from Arts college,  
in the general transfer, and she accepted  
to take final year general papers.

It is decided to distribute the syllabus  
of 1st year, 2nd year, 3rd year syllabus  
among V. Kavitha, N.S. Venugopal, B. Swarna mayi.  
The syllabus is given below.

It is resolved to take the classes for  
all the students regularly and smoothly,  
as per the syllabus allotted to respective  
staff.

②

1. Smt. B. Swarna mayi - 2nd year B.M., B.S.M.

2. Dr. P. Sathidevi - 3rd year General paper, 2nd year  
Animal Biotechnology

3. Dr. N.S. Venugopal - 2nd year, Animal Husbandry.

4. R. Kavitha - B.M. - Vertebrates and 1st year

Department of Zoology. Staff met in the  
Department on 04.11.2022 and resolved the  
following.

① The Staff of Zoology, Mr. Ravi Sekhar  
joined in the Department as a contract  
lecturer in the general Transfers, and  
decided to give I year syllabus to him.

② It is resolved to conduct classes  
regularly as per the time-table allotted  
to staff.

③ It is resolved to engage the classes  
for all the I, II, & III year students  
promptly and to prepare well for the  
Semester Exams.

① B. Swarna Pray, B Swarnalax

② Dr. P. S. Achidani — P. S. Achidani

③ Dr. A. Ravi Sekhar, A. R. S.

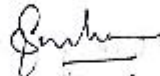
④ R. Vahida, R. V.

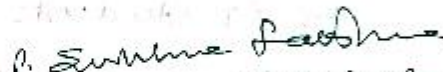
⑤ Dr. N. S. Durgopal, N. S. D.



23/4/2022

As, Jam going on child care leave from  
08/4/2022 to 10/5/2022. I entrust the  
Department work to Vahida R. contract  
lecturer. She will look after the department  
as a senior faculty & the rest of the  
staff are instructed to support her.

  
(Dr. P. Sachidevi)

  
23.4.2022

R. Valide

13/5/2022

Dept. Staff held Staff meeting at 1.00 PM and discussed the following points.

1) Submission of Department Information for college website.

2) Allotment of students to the mentor for Internships.

Selecting Community Service topic for Internship.

30 BT Students were allotted to zoology department. 2 batches were made.

1. batch - 1-15 BT - Varada

2. batch - 16-30 BT - Kamala

3) Submission of Exam. VI Internal answer scripts & award list to the COE.

1. Paulu

2. N.S. Kumar

3. R.Ven

18/6/2022.

Dept. of Zoology held staff meeting at 11:00 AM to discuss the following points.

- 1) Submission of department information for college website.
- 2) Completion of students presentations on CSP - Internships.
- 3) Assessment of students projects & awarding credits.
- 4) Preparation of 3<sup>rd</sup> year students for 6<sup>th</sup> Sem end exams.
- 5) Submission of Syllabus completion (6<sup>th</sup> Sem) certificate to the principal.

1. Janu

2. MS-Book

3. R.Ven



7/7/2022

Dept. of zoology held staff meeting to discuss the following points.

- 1) Dept. work load & Vacancy position created due to transfer of Dr. V. Ravisekhar contract faculty to GDC, Jamnalamadugu.
- 2) Decided to request the Principal's permission to take Senior faculty N. S. Venugopal as guest faculty.
- 3) Verification of 1st year C.I.A.
- 4) Soft copies preparation & submission for college website.
- 5) Preparation of Internal question papers for II sem & VI sem.

1. Sachin Desai, P — Sachin Desai

2. R. Mahida — R. Mahida

3. N. S. Venugopal — N. S. Venugopal

P. Anurupa Lakshmi  
7.7.2022