

JUNE - 2018

On 8.6.18 departmental meeting was held at 1.30 PM & discussed to do the following activities.

1. To prepare time table for all classes
2. To allot classwork among lecturers
3. To conduct orientation classes for new students who will join in the I year B.Z.C group.
4. To motivate the students to participate in yoga day celebrations.

JULY - 2018

[Signature]
LECTURER IN-CHARGE
DEPARTMENT OF BOTANY
S.V.A. GOVT. COLLEGE
SRIKALAHASTI, CHITTOOR DIST.

Held departmental meeting on 2.7.18 at 1.40 PM & resolved the following

1. To complete the syllabus as per the annual Plan
2. To conduct slip tests every week.
3. To conduct a field trip.
4. To conduct class room seminars.
5. To make the students to participate in clean & green programme on 4th Saturday.

AUGUST - 2018

[Signature]
Conducted a meeting on 18.8.18 & resolved the following

1. To conduct quiz programme for all the years.
2. To conduct guest lecture by inviting lecturers from other colleges.
3. To conduct slip tests for all classes.
4. To conduct a local trip for II years in the college campus.

[Signature]
LECTURER IN-CHARGE
DEPARTMENT OF BOTANY
S.V.A. GOVT. COLLEGE
SRIKALAHASTI, CHITTOOR DIST.

SEPTEMBER - 2018

Departmental meeting was held on 6.9.18 at 1.45 PM & resolved the following.

1. To prepare question papers for Mid Term Exa
2. To conduct a group discussion by making two groups in each class
3. To conduct 'Ozone Day' by conducting some essay writing & elocution competitions

[Signature]

OCTOBER - 2018

Meeting was held on 3.10.18

1. To complete the syllabus.
2. To make the students to complete their records etc for practicals.
3. To conduct Model practical examinations.
4. To discuss old question papers.

[Signature]

NOVEMBER - 2018

Departmental meeting was held on 1.11.18 at 1.40 PM & discussed

1. As the students have examinations classwork will not be there decided to do NAAC work as my self & Smt A. Indira Prasadani were given criteria I of the NAAC work -
2. From 2nd week to take classes for all classes.

[Signature]

[Signature]
LECTURER IN-CHARGE
DEPARTMENT OF BOTANY
S.V.A. GOVT. COLLEGE
SRIKALAHASTI, CHITTOOR DIST.

DECEMBER-2018

Meeting was held and resolved the following

on 3.12.18

1. To conduct a field visit for all classes in the campus itself.
2. To arrange student's seminars
3. To conduct practicals.
4. To conduct sleep test every week

Andrapriya

Dr. Sarada
LECTURER IN-CHARGE
DEPARTMENT OF BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, Chittoor Dist.

JANUARY-2019

Departmental meeting was held on 4.1.19 at 2 PM & decided to do the following.

1. To conduct a field Trip.
2. To conduct a quiz for all the classes
3. To complete the practicals.
4. To arrange student's seminars.
5. To complete the observation for Record Writing and drawing purpose.
6. To attend the Varmaashrami Schedule in the Varmaashrami programme

Andrapriya

Dr. Sarada
LECTURER IN-CHARGE
DEPARTMENT OF BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, Chittoor Dist.

FEBRUARY-2019

- Departmental meeting was held on 1.2.19 and decided to do the following.
1. To complete the theory Syllabus
 2. To prepare the students for Practical exams.
 3. To conduct Model practical Examinations.
 4. To conduct Model exams.
 5. To discuss the question papers.
 6. To conduct guest lecture.
 7. To do work related to NAAC.
 8. To complete NAAC work regarding criteria I.

Dr. Sarada
LECTURER IN-CHARGE
DEPARTMENT OF BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, Chittoor Dist.

Dr. Sarada
(D. SARADA)

LECTURER IN-CHARGE
DEPARTMENT OF BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, Chittoor Dist.

MARCH-2019

Departmental meeting was held on 1.3.19 & resolved the following.

1. To prepare the students for Practical Examinations
2. To conduct Model practical Exams.
3. After completing practicals discuss old question papers.
4. To post theory Mid examinations marks.
5. To prepare for NAAC work.

Dr. Sarada
(D. SARADA)
LECTURER IN-CHARGE
DEPARTMENT OF BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, Chittoor Dist.

April & May - Summer Holidays

JUNE - 2019

Decided in admission note in the first week.
Had a meeting on 10th & resolved the following.

1. To prepare Departmental Time-Table.
2. Distribution of class notes among lecturers
3. To do some campaign work regarding 2 year admissions.

4. To prepare notes for students.
5. To prepare Annual Academic plan.
6. To hold a meeting on environment day

1. Andriyprahl
2. ~~and~~
JULY - 2019

LECTURER IN-CHARGE
DEPARTMENT OF BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, CHITTOOR DIST.

Departmental meeting was held on 11th, 2019 during lunch hour & decided to do the following activities.

1. To conduct orientation classes for newly joined 2 year students.
2. To take classes as per academic plan
3. To conduct small skip tests every week.
4. To participate in State's Brahmavivaham
5. To conduct class room seminar.

1. Andriyprahl
2. ~~and~~

LECTURER IN-CHARGE
DEPARTMENT OF BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, CHITTOOR DIST.

AUGUST - 2019

A meeting was held in the Department on 14th during lunch hour and resolved the following.

1. To conduct Mid examinations.
2. To conduct Student Seminars for 2 year students.
3. To conduct Quiz programme
4. To conduct a guest lecture.

1. Andriyprahl
2. ~~and~~
SEPTEMBER - 2019

LECTURER IN-CHARGE
DEPARTMENT OF BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, CHITTOOR DIST.

Departmental meeting was held on 28.9.19 at 1.45 PM & decided to do the following activities.

1. As we couldn't conduct Mid Examinations in the month of August decided to conduct Mid Examinations.
2. To complete the syllabus
3. To conduct Remedial classes for the students who are academically weak.
4. To prepare Question papers for Mid-Examinations.
5. To complete the Practicals & Record work.

1. Andriyprahl

LECTURER IN-CHARGE
DEPARTMENT OF BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, CHITTOOR DIST.

OCTOBER-2019

A Meeting was held in the staff room on 1.10.2019 at 12.45 in the afternoon to discuss the following.

1. To conduct model Practical Examinations in the 2nd year.
2. To conduct Final Practical Examinations in the 4th year.
3. To complete the final work.
4. To complete the syllabus.
5. To give remedial coaching to all the students in the morning and evening.
6. Revision of the two important topics.

1. Indrajyoti

2. [Signature]

Dr. J. M. [Signature]
LECTURER IN CHARGE
DEPARTMENT OF S. AND
S. V. A GOVT COLLEGE
BIRLAHASTI, CHITTOOR DIST.

NOVEMBER-2019

A meeting was held on 8.11.2019 at 3.30 PM and discussed the following.

1. To revise important topics.
2. To conduct examinations.
3. To discuss previous years university question papers.
4. To bring more old questions till the 3rd week of the month to prepare notes for the next semester.
5. To clean the laboratory during free time.

1. Indrajyoti

2. [Signature]

Dr. J. M. [Signature]
LECTURER IN CHARGE
DEPARTMENT OF BIOTEC
S. V. A GOVT COLLEGE
BIRLAHASTI, CHITTOOR DIST.

DECEMBER-2019

Meeting was held at 3.30 PM on 2.12.19 to discuss the following.

1. Prepare time table.
2. Allotment of room work among lecturers.
3. To conduct circulation for 2 years student.
4. To give syllabus for students.
5. To finish the syllabus of taking online classes as the coming days for this semester are very few.

Dr. J. M. [Signature]
LECTURER IN CHARGE
DEPARTMENT OF BIOTEC
S. V. A GOVT COLLEGE
BIRLAHASTI, CHITTOOR DIST.

JANUARY-2020

On 1st January 2020, Departmental meeting was held at 12.45 PM.

1. To conduct a guest lecture.
2. To conduct field trips.
3. To arrange student seminar.
4. To complete practicals along with theory classes.

Dr. J. M. [Signature]
LECTURER IN CHARGE
DEPARTMENT OF BIOTEC
S. V. A GOVT COLLEGE
BIRLAHASTI, CHITTOOR DIST.

FEBRUARY-2020

A meeting was held in the department at 12.30PM and we have decided to do the following in this month

1. To do revision classes
2. To conduct Mid-Term Examinations
3. To make the students to complete the record book
4. To prepare the students for Practical Examinations.
5. To give old question papers & to prepare the students for University Examinations.

MARCH-2020

Dr. S. V. A. Govt. College
LECTURER-IN-CHARGE
DEPARTMENT OF BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, CHITTOOR Dist.

A meeting was held in the department on 29.2.20 at 1 PM.

As I am going on leave for ^{about} 3 months meeting was held earlier & resolved the following

1. As I have completed the Syllabus the other lecturers ~~Dr. A. Indira Priya Dasikini & Sri N. Rama Murthy~~ were asked to conduct the Practical Examinations.
2. The lecturers were requested to take care of the students to whom I was taking classes in my absence
3. To prepare the students for Practical & Theory exams.
4. To conduct model Practical Examination
5. To conduct Pre-finals in theory.

6. To post internal marks in the Marks Register
7. To send the internal marks to the University
8. To discuss University (old) Question papers with the Students.

Dr. S. V. A. Govt. College
LECTURER-IN-CHARGE
DEPARTMENT OF BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, CHITTOOR Dist.

AUGUST-2020

A meeting was held in the department to discuss and conclude the following.

1. Remedial Coaching
2. TO conduct online class
3. updation of Records
4. observing Social distancing & importance of Sanitizers.

Dr.

Dr. S. V. A. Govt. College

SEPTEMBER-2020

In a meeting held in the department the following conclusions are made.

1. Remedial online coaching.
2. Online classes conducted Professors
3. Transport of the faculty to college with maintaining social distancing.
4. Educating children about sanitisation methods.

Dr.

Dr. S. V. A. Govt. College

OCTOBER-2020

In a meeting conducted in the department, the following conclusions are made

1. Conduct of both online & offline classes
2. preparing the students for exams
3. preparation of material for practicals
4. Distribution of material to students for preparation of I & II paper
5. Generation of LMS contents (PPTs, banks, video lectures)
6. Encouraging students to enroll in online courses.

Dr. Jyoti

Dr. Jyoti

NOVEMBER-2020

In a meeting held in the department the following decisions are taken:-

- counselling students regarding post covid situations.
- preparation of LMS contents and uploading in DMS to ece site
- preparation of PPTs for LMS
- Revision of subject for I & II year and III year students
- conducting remedial coaching.
- observing social distancing & sanitisation.

Dr. Jyoti

Dr. Jyoti

DECEMBER-2020

In a meeting held in the department the following decisions are taken.

- ① conducting student seminars/assignments
- ② field trip within the campus
- ③ making students exam ready
- ④ study projects must be given to students
- ⑤ Remedial coaching to moderate & weak students

Dr. Jyoti

Dr. Jyoti

JANUARY-2021

HAPPY NEW YEAR

A meeting was held in the department to conclude the following

- Delivering information about vaccine to students
- online-admissions process
- Developing awareness material for online admissions
- field trip & study project to students
- preparation of LMS contents & video lectures etc.

→ To record student grievances

Dr. Jyoti

Dr. Jyoti

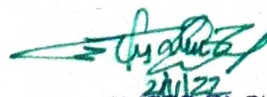
2021-22

Department of Botany
SVA Govt. Degree College (M), Srikalahasti
Academic Year - 2021-22

Departmental Resolutions

1. Resolved to emphasize interactive and participatory teaching methodologies that encourage active engagement, critical thinking, and collaborative learning among UG students.
2. Resolved to develop a diverse range of co-curricular activities that complement the UG Botany curriculum and provide students with opportunities for practical skill development, leadership, and holistic growth.
3. Resolved to organize field trips, botanical excursions, and hands-on workshops to supplement theoretical knowledge with real-world experiences and field-based learning opportunities.
4. Resolved to inclusive assessment practices that accurately evaluate UG students' academic performance, progress, and achievement of learning outcomes.
5. Resolved to provide timely and constructive feedback to UG students on their assignments, projects, and examinations, enabling them to identify strengths and areas for improvement.

Date:



LECTURER IN-CHARGE
DEPARTMENT OF BOTANY
S. V. A. GOVT. COLLEGE
SRICALAHASTI, CHITTOOR DIST.

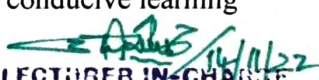
DEPARTMENTAL RESOLUTIONS

Academic Year 2022-23

Department of Botany SVA Govt. Degree College (M), Srikalahasti

Departmental Resolutions for Sem. I, III & V Academic Year 2022-23

1. Recognizing the diverse needs of our students, the Department resolves to strengthen student support services during odd semesters. This includes academic counseling, mentorship programs, and guidance for career development and higher studies.
2. Upholding academic standards is paramount. The Department resolves to ensure quality assurance through regular assessment and evaluation of teaching methods, course materials, and student performance during the odd semesters of the academic year 2022-23.
3. The Department aims to foster greater community engagement by organizing outreach programs, awareness campaigns, and field visits during odd semesters. These activities will serve to connect classroom learning with real-world applications and societal needs.
4. Recognizing the importance of infrastructure in facilitating effective teaching and learning, the Department resolves to identify and address any infrastructural needs during the odd semesters of the academic year 2022-23, ensuring a conducive learning environment for students and faculty alike.


LECTURER IN-CHARGE
DEPARTMENT OF BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, Chittoor Dist.

2022-23 for Sem. II & IV

Department of Botany :: SVA Govt. Degree College (M), Srikalahasti Departmental Resolutions :: Academic Year 2022-23

1. Resolve to regularly review and update the undergraduate Botany curriculum to ensure it remains current, relevant, and aligned with emerging trends and industry needs.
2. Resolve to foster a student-centered learning environment that encourages critical thinking, creativity, and independent inquiry.
3. Develop a comprehensive plan for co-curricular activities that complement the undergraduate Botany curriculum and provide students with opportunities for personal and professional development.
4. Implement fair and transparent assessment practices that accurately evaluate students' understanding of Botany concepts, critical thinking abilities, and practical skills.
5. Provide timely and constructive feedback to students on their academic performance, highlighting areas of strength and areas for improvement.

Date:


LECTURER IN-CHARGE
DEPARTMENT OF BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, Chittoor Dist.

2023-24

DEPARTMENTAL RESOLUTION

Resolutions-1

Date: 04.08.2023

It is unanimously resolved in the departmental meeting held on 04.08.2023 that departmental time table and workload of the department should be prepared as per the guidelines of the principal at the earliest.

Further, it is resolved that curriculum distribution is as follows among the faculty members for the academic year 2023-24

I, III and V Semesters.

V Semester - Plant propagation - OP Prasad
Seed Technology - K. Sairankatesh

III Semester - Plant Ecology & BD - OP Prasad
Anatomy, embryology - K. Sairankatesh

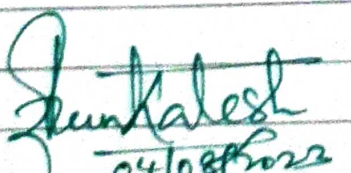
I Semester - Principles of Biological Sciences

I Bcom Gen - K. Sairankatesh

I Bcom CA - O P Prasad

BSc (Zoology) Course-I & II } K. Sairankatesh &
(Related Botany topics) Course-II } O P Prasad

It is resolved to instruct the herbarium keeper (Mr. B. Venkatesh) to maintain the lab and garden perfectly and neatly.


04/08/2023
LECTURER IN BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, Chittoor Dist.


4/8/23
LECTURER IN CHARGE
DEPARTMENT OF BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, Chittoor Dist.

RESOLUTIONS-II

Date: 28/11/2023

It is resolved to maintain CIA Register pertaining to the department of Botany after conducting Internal Examinations as per the Schedule given by the Principal.

Further it is resolved to conduct laboratory examinations pertaining to III and V Semesters Botany papers as per the instructions of Sri Venkateswara University, Tirupati as per

It is resolved to keep the records related to academic year 2023-24 up to date in view of NAAC and Academic Audit.

K. Venkatesh
28/11/23
LECTURER IN BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, Chittoor Dist.

K. Venkatesh
28/11/23
LECTURER IN CHARGE
DEPARTMENT OF BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, Chittoor Dist.

Resolutions-III

Date: 29.01.2024

The faculty members of the department of Botany discussed and resolved the following aspects related to even semesters II, IV and VI semesters for the academic year 2023-24.

- To guide the VI Semester B2C allotted students related to Longterm Internship and IITap
- To prepare departmental timetable and individual work load of the teachers to get uploaded in TLP App of CCE.
- Resolved to distribute the curriculum as follows.

Cell Biology & Genetics (IV Sem P-V)	} O.P. Prasad
Bryophytes (II Sem - P-I)	
Plant physiology and Metabolism (P-IV)	} K. Sai Venkatesh
Algae, Fungi (II Sem P-I)	

- Resolved to instruct the herbarium keeper to maintain the garden and labs clean and neat.

K. Venkatesh
29/01/2024
LECTURER IN BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, Chittoor Dist.

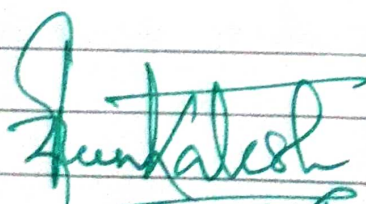
K. Venkatesh
29/01/2024
LECTURER IN CHARGE
DEPARTMENT OF BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, Chittoor Dist.

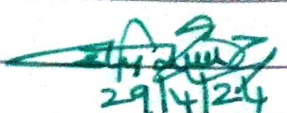
Resolutions-IV

Date: 29.04.2024

The faculty members of the department of Botany discussed and resolved the following aspects.

- ① Resolved to monitor Long term internship as per the individual log books of allotted students of II B2c
- ② Resolved to guide the students of II B2c (IV Semester) for Short Term internship and their mapping in I-Mat
- ③ Resolved to update the records before commencement of Summer vacation.
- ④ Resolved to guide the students of I Semester regarding CSP
- ⑤ Resolved to monitor the students during summer vacations through phone calls and online calls etc.


(K. Sairamkatesh)
29/04/2024
LECTURER IN BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, Chittoor Dist.


29/4/24
LECTURER IN-CHARGE
DEPARTMENT OF BOTANY
S. V. A. GOVT. COLLEGE
SRIKALAHASTI, Chittoor Dist.