

# GOVERNMENT DEGREE COLLEGE

RAYACHOTY, ANNAMAYYA (Dist.)



**ZOOLOGY**

(UG courses)

**Department of Zoology**

**Meeting Minutes Register**

## Academic Year 2021-2022

Even Semesters (I, II, IV, VI)

Meeting 1 :- Minutes of meeting  
start of semester dated :- 01-02-2021

The meeting was held to discuss the commencement of classes for the even semesters.

## 2. Agenda :-

- \* commencement of classes for I and II Semesters  
01-02-2021 for I semester, 20-09-2021 for II semester
- \* commencement of classes for IV & VI Semesters  
(25-03-2021)
- \* 1<sup>st</sup> internal examinations for IV<sup>th</sup> & VI<sup>th</sup> Semesters  
(01-06-2021).

## 3. Meeting Minutes :-

- \* classes for the 1<sup>st</sup> semester commenced on 01-02-2021.
- \* classes for the 2<sup>nd</sup> semester commenced on 20-09-2021
- \* classes for IV<sup>th</sup> & VI<sup>th</sup> Semesters commenced on  
25-03-2021.
- \* 1<sup>st</sup> internal examinations for IV<sup>th</sup> & VI<sup>th</sup> Semesters  
commenced on 01-06-2021.

## 4. Action Taken Report :-

- \* classes commenced for I, II, IV, and VI Semesters  
as per schedule.
- \* 1<sup>st</sup> internal examinations were conducted for IV<sup>th</sup>  
& VI<sup>th</sup> Semesters.

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P. V. V. Reddy  
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## Minutes of meeting

Meeting :- End of Semester

dated :- 21-09-2021

The meeting was held to finalize the arrangements for the end-semester examinations.

2. Agenda :-

\* commencement of practical examination for IV<sup>th</sup> & VI<sup>th</sup> semester and 2<sup>nd</sup> semester.

\* commencement of end semester examination.

3. Meeting Minutes :-

practical examinations for IV<sup>th</sup> & VI<sup>th</sup> semester.

End semester examinations for IV<sup>th</sup> & VI<sup>th</sup> semester.

commencement of practical examination for

2<sup>nd</sup> semester.

commencement of end semester examinations for

2<sup>nd</sup> semester.

4. Action Taken Report :-

\* End of semester processes were completed as per the academic calendar.

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\* *P. V. Venkatesh*  
**LECTURER IN ZOOLOGY.**  
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## Minutes of Meeting

### Odd Semester (V Semester) Meeting

\* dated:- 25-09-2021

\* purpose:- To discuss the action plan for the Vth semester syllabus distribution and student engagement activities.

#### 2. Agenda :-

\* Result analysis and action plan for the academic year.

\* detailed syllabus breakdown for Vth semester courses.

\* planning of laboratory sessions, field visits, and project work.

\* strategies for students engagement and participation.

\* Admissions campaigning.

#### 3. Meeting Minutes :-

\* The department reviewed the results of the previous academic year and identified areas for improvement in student performance.

\* The syllabus for the Vth semester was discussed.  
\* It was decided to organize laboratory sessions focusing on experimental technique and data interpretation.

\* Faculty members agreed to participate in the college's admission campaign to attract more students to the zoology program.

U. Action Taken Report:-

Results from the previous year were analyzed, and areas for improvement were noted.

Initial plans for lab sessions and student activities are in place.

Faculty members have begun admission campaigning activities.

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## Minutes of meeting

### Even Semester (VI Semester) - Meeting

\* Date: 14/06/2022

\* Time: 1:00pm

\* Venue: Department of Zoology Staff Room

\* Purpose: To discuss the completion of syllabus, student performance, and planning for the next academic year.

#### 2. Agenda:

\* Review of syllabus coverage for the VII<sup>th</sup> Semester

\* Analysis of student performance in internal assessments.

\* Discussion on internship opportunities for students

\* Planning for the upcoming academic year's admission campaign.

#### 3. Meeting Minutes:

\* Reported on the syllabus coverage for each Zoology course, and progress was noted.

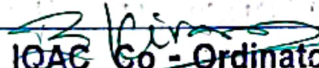
\* The department discussed the students performance and resolved to analyze the results once released.

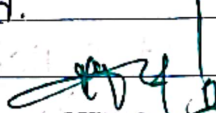
\* The department discussed potential internship opportunities for Zoology students to gain practical experience and exposure to the field.

\* The department planned to conduct admission campaigning to improve the admissions for the next academic year.

4. Action Taken Report :-

- \* Syllabus coverage for the VI<sup>th</sup> semester was reviewed.
- \* Student performance in internal assessments is under analysis.
- \* Internship opportunities are being explored.
- \* plans for the next academic year's admission campaign are being developed.

  
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