

GOVERNMENT DEGREE COLLEGE

RAYACHOTY, ANNAMAYYA (Dist.)



ZOOLOGY

(UG courses)

Department of Zoology

Meeting Minutes Register

Academic Year : 2024 - 2025

Minutes of meeting

Meeting :-

Dated :- 1/7/2024

* Briefly describe the purpose of the meeting.

* Welcome attendees.

* Chairperson's opened the meeting and welcomed all members. The purpose of the meeting was to discuss the academic plans for the upcoming (odd/even) semester and reviewed the activities of the previous semester.

2. Agenda :-

* List the items to be discussed in the meeting.

* Example:-

Item - 1 : Review of previous semester activities.

Item - 2 :- discussion of academic calendar for the upcoming semester.

Item - 3 :- planning of departmental activities.

Item - 4 :- Student Support and mentoring.

Item - 5 :- Any other business.

3. Meeting minutes :-

* detailed record of discussions for each agenda item.

* key decisions made :-

* Action points assigned.

* Example :-

Item 1 : Review of previous semester activities :-

* A report on the activities conducted in the previous semester was presented by (name).

* Discussion on the success of the student seminars

and areas for improvement.

* It was noted that the field trip to (place) was highly beneficial for students.

* Item 2: Discussion of Academic Calendar for the upcoming Semester.

* The department reviewed the academic calendar provided by the university.

* Important dates for internal exams, assignments, and events were noted.

* Item 3: - planning of departmental activities

* Planned to conduct a workshop on "Advanced Techniques in (Subject)".

* Decided to organize a guest lecture on "career opportunities in (field)".

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* Item 4: - student support and mentoring.

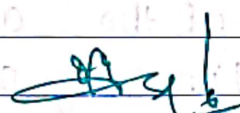
* Discussed the plan for remedial classes for slow learners.

* Allocated faculty members for student mentoring.

U. Action Taken Report :-

- * List of actions to be taken.
- * person responsible for each action.
- * deadline for completion.


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Minutes of meeting odd semester CI, III, V 3

Meeting 1 :- Starting of semester dated :- 01-07-2020

Agenda :-

- * Introduction and welcome
- * Review of the academic calendar
- * Distribution of syllabus and course outcomes
- * planning for internal assessments and assignments.
- * Departmental activities : workshops, Seminars, guest lectures.
- * Student support mechanism: mentoring, remedial classes.


Minutes :-

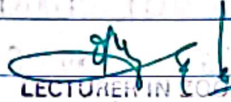
- * Discussed the importance of adhering to the academic calendar to ensure timely completion of the syllabus.
- * Allocated responsibilities for conducting internal assessments.
- * Finalized the schedule for guest lectures and workshops.
- * Identified students requiring additional support and assigned mentors.

Action Taken Report :-

* Syllabus and course outcomes to be distributed to students.

* Schedule for internal assessments to be announced.


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