

# GOVERNMENT DEGREE COLLEGE

RAYACHOTY, ANNAMAYYA (Dist.)



**ZOOLOGY**

(UG courses)

**Department of Zoology**

**Meeting Minutes Register**

Academic year - 2022 - 2023

minutes of meeting

odd Semesters [I, III, V]

Meeting 1: Start of odd Semesters dated :- 22.10.22

A departmental meeting was held to discuss plans and activities for the commencement of the odd Semesters [I, III and V] for the academic year 2022-2023.

2. Agenda:-


- \* Review of the academic calendar and key dates.
- \* Distribution of teaching responsibilities and Syllabus.
- \* planning of assignments, Seminars, and other curricular activities.
- \* discussion of admission campaigning strategies.
- \* planning for departmental activities and celebrations.

3. Meeting minutes:-

- \* The department reviewed the academic calendar provided by the university.
- \* Faculty members were assigned their respective courses and provided with the Syllabus.
- \* It was decided to conduct assignments and Student Seminars as part of the curricular activities.
- \* Strategies for admission campaigning were discussed to increase student enrollment.
- \* The department planned to organize events such as Aids day celebrations.

U. Action Taken Report:-

- \* Academic calendar distributed to faculty.
- \* Teaching responsibilities assigned.
- \* Timelines for assignments and seminars set.
- \* Admission campaigning activities scheduled.
- \* Dates for departmental events finalized.

  
**IQAC Co-Ordinator**  
**GOVT. DEGREE COLLEGE**  
**RAYACHOTY - 516269**  
**Annamayya Dist., A.P.**

  
**LECTURER IN ZOOLOGY.**

**Govt. DEGREE COLLEGE,**  
**RAYACHOTY - 516 269.**

## Minutes of Meeting

Meeting 2:- End of odd Semesters 14.10.2023.

A departmental meeting was held to review the activities conducted during the odd semesters and to plan for the semester-end examinations.

### 2. Agenda:-

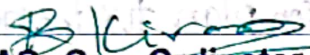
- \* Review of syllabus coverage and co-curricular activities.
- \* conduct of internal examinations and remedial coaching.
- \* preparation for semester-end examinations.
- \* Discussion of practical examinations and record work.
- \* planning for result analysis and action plan for the next semester.

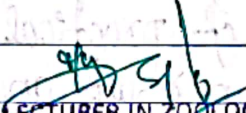
### 3. Meeting minutes:-

- \* The department reviewed the syllabus coverage and the co-curricular activities conducted.
- \* Remedial coaching was provided for slow learners.
- \* The schedule for semester-end practical and theory examinations was discussed.
- \* faculty members discussed the completion of record work and internal assessments.
- \* plans were made to conduct a result analysis meeting to prepare an action plan for the next semester.

#### 4) Action Taken Reports

- \* Syllabus coverage completed.
- \* Remedial coaching conducted.
- \* Semester-end examination schedule finalized.
- \* practical examinations completed.
- \* Result analysis meeting scheduled.

  
IQAC Co - Ordinator  
GOVT. DEGREE COLLEGE  
BAYACHOTY - 516269  
Annamayya Dist., A.P.

  
LECTURER IN ZOOLOGY.  
Govt. DEGREE COLLEGE  
BAYACHOTY - 516 269

## Minutes of meeting Even Semesters (II, IV, VI).

Meeting 1:- Start of even Semesters dated: 12-03-2023.

A departmental meeting was held to discuss the commencement of even Semesters (II, IV, and VI), for the academic year 2022-23.

### 2. Agenda:-

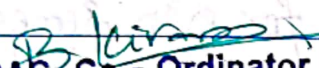
- \* Review of the academic calendar for even Semesters
- \* Distribution of syllabus and teaching responsibilities.
- \* Planning of curricular activities, including assignments, group discussions and seminars.
- \* Discussion on conducting special events.

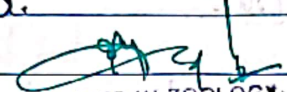
### 3. Meeting minutes:-

- \* The department reviewed the academic calendar for the even Semesters.
- \* Faculty members were assigned their respective courses and provided with the syllabus.
- \* Curricular activities such as assignments, group discussions, and student seminars were planned.
- \* The department planned to conduct women's Day celebrations.

#### 4. Action Taken Report:-

Academic calendar distributed to faculty.  
Teaching responsibilities assigned.  
Curricular activities planned and scheduled.  
Departmental events scheduled.

  
**IQAC Co - Ordinator**  
**GOVT. DEGREE COLLEGE**  
**RAYACHOTY - 516269**  
**Annamayya Dist., A.P.**

  
**LECTURER IN ZOOLOGY.**  
**Govt. DEGREE COLLEGE**  
**RAYACHOTY - 516 269.**

# Minutes of Meeting

39

Meeting-2: End of even Semesters dated: 26-06-2023.

A departmental meeting was held to review the activities conducted during the even semesters and to plan for the Semester-end examinations.

## 2. Agenda:-

Review of syllabus completion and curricular activities.  
conduct of internal examinations.

preparation for Semester-end examinations.

Discussion of practical examinations and record submission  
planning for any additional academic activities.

## 3. Meeting minutes:-

The department reviewed the syllabus completion and the curricular activities conducted.

Internal examinations were conducted, and performance was evaluated.

The schedule for semester-end practical and theory examinations was discussed.


Faculty members ensured the completion and

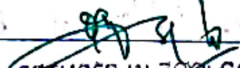
Submission of student records and practical files.

Additional Academic activities such as field visits were organized.

#### 4. Action Taken Report:

- \* Syllabus completion verified.
- \* Internal examinations completed.
- \* Semester-end examination schedule finalized.
- \* practical examinations completed and records submitted.
- \* Additional academic activities conducted.

  
IQAC Co - Ordinator  
GOVT. DEGREE COLLEGE  
RAYACHOTY - 516269  
Annamayya Dist., A.P.

  
LECTURER IN ZOOLOGY.  
Govt. DEGREE COLLEGE  
RAYACHOTY - 516269