

# Department of Biotechnology

## Department meeting

(Minutes 2023-24)

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24/7/23

Dr. K. Vasudha Lecturer in Biotechnology, has transferred from Govt. College (A), Rajamalabarasaam, relieved duty on 21.7.23 and joined (reported to duty) at VSR Govt. Degree & PG College, Movva on FN of 22.7.23.

Agenda:- Dr. K. Vasudha met Vice Principal of this College Smt. K. R. Manjula and received oral orders about conduction of practical external examinations (Krishna University) for 6<sup>th</sup> sem, 4<sup>th</sup> sem and 6<sup>th</sup> sem internship evaluation by external examiner as per the University Schedule.

Discussion:- Dr. K. Vasudha newly transferred Lecturer of Biotechnology has to conduct 6<sup>th</sup>, 4<sup>th</sup> sem practical exams and should post marks in University Intranet portal and submit copy of marks list to Principal madam.

Resolution:- \* It is resolved to complete the conduction of external practical exams for 6 & 4<sup>th</sup> sems.

\* It is resolved to post the marks immediately in Intranet portal.

Dept. members.  
K. Vasudha  
24/7/23  
Dr. K. Vasudha

Signature of Principal

# Department of Biotechnology

Dept. meeting  
(Minutes - 2023-24)

47

8/8/23

## Agenda:-

- \* Meeting with faculty of Chemistry, Botany Depts. to discuss about the handling of Single major Botany Papers offered in Semester-I and multidisciplinary course offered to non science (Arts & Commerce students).

## Discussion:-

- \* In this meeting all the faculty discussed about the papers prescribed by APSCHE to Botany single major subject.

- \* Based on the discussion in Semester-I for Botany single major students two (2) courses are offered, they are

1) Introduction to classical Biology

2) Introduction to Applied Biology.

- \* As per the instructions of APSCHE, second course i.e. "Introduction to Applied Biology" has to be taught by Biotechnology/Microbiology faculty available in the college.

## Resolution:-

- \* It is resolved to assign entire (Total Paper) Paper-2, entitled "Introduction to Applied Biology" to Dr. K. Vasudha to teach for Iyr Botany major students.
- \* It is resolved to handle (teach) multidisciplinary course for IBA & B. Com, Sem-I by Dr. K. Vasudha.

Dept. members

Dr. K. Vasudha

8/8/23

Dr. K. VASUDHA  
Lec. in Biotechnology

Signature of PRINCIPAL

# Dept. of Biotechnology - Meeting Minutes (2023-24)

1/8/2023.

Agenda:- In the meeting with Principal made it is discussed that monthly review of RJD, CE on 3.8.23.

- \* updation of all academic records.
- \* Result analysis of 2023-24 (6 & 4<sup>th</sup> sems)
- \* Preparation of action plan for 2023-24.
- \* Preparation of annual Curricular Plans.
- \* Make ready Time table for 3 & 1 semester.
- \* Submit Dept. workload - Lecturer wise.
- \* Two months Internship for V sem students

Discussion:- As per the instructions received from Principal, all department incharges were instructed to get ready with all update academic records in view of RJD, CE visit on 3.8.23.

- Resolutions:- As per the agenda of meeting
- It is resolved to start 2 months internship to V sem.
  - It is resolved to prepare action plan, Time tables and workload for 2023-24.
  - It is resolved to
  - update Dept. activities register.
  - It is resolved to submit Teaching notes, Teaching diary, annual Curricular Plans etc.
  - Resolved to conduct National Handloom day.

Dept. members  
Bhandla.  
Dr. K. VASUDHA

Signature of PRINCIPAL

Dept. of Biotechnology - Meeting minutes 49  
(2023-24)

7/8/2023

Meeting with Principal madam & IAAC Coordinator

Agenda:- \* To discuss about Student Induction Programme (SIP) for newly joined Iyr Sem-1 Students.

- \* Constitution of committee to monitor SIP.
- \* Preparation of day wise schedule for SIP.
- \* Preparation of soft copy for website.

Discussion:- AS per CCE Cir orders an Induction training Programme for newly joined Iyr Sem-1 students (known as SIP) for a period of 21 days planned from 8-8-23 to 2-9-23.

Resolutions:- \* It is resolved to nominate Dr. K. Vasudha, Lecturer in Biotechnology as SIP Coordinator by IAAC & Principal.

- \* In SIP, newly joined Iyr students has to be introduced with Curricular, Co-curricular & Extra curricular activities of college.
- \* Academic rules & regulations, Biometric attendance
- \* To educate students about single major system, Community Service Projects & Internships etc.
- \* To provide knowledge about LMS, LRC and Internal Component system, external exams etc.
- \* To educate about skill enhancement courses.

Dept. members

K. Vasudha,

7/8/23

Dr. K. Vasudha

Lec. in Biotechnology

Signature of PRINCIPAL

Dept. meeting minutes

17/8/23

Meeting with Principal Madam.Agenda:-

- \* classwork commencement for Iyr & IIyr students.
- \* Monitoring of students attendance & discipline
- \* updation of NAAC records.

Discussion:- As per the instructions of Principal the regular classwork for III & I Sem must conduct regularly.


- \* Upload classes in TLP app.
- \* Monitor internship progress of V Sem through imap, task assignment & approval by mentors.

Resolutions:-

- \* It is resolved to update all NAAC records for submission of SSR.
- \* It is resolved to obtain functional MoU's
- \* Resolved to submit DPR estimations for RUSA
- \* Compleat Co-po mapping within two days.

Members

Prasanna  
 Dr. K. Vasudha  
 Lec. in Biotechnology

  
 Signature of  
 PRINCIPAL

# Dept. meeting minutes

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D/4/9/23

## Meeting with IDAC Coordinator.

- Agenda:-
- \* 43 days to submit SSR.
  - \* Prepare college magazine & hand book.
  - \* Prepare Dept. Profile
  - \* Co-fo mapping.

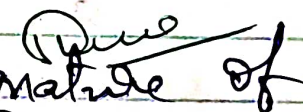
Resolution:- It is resolved to submit Seminars, assignments, Quiz, GD conducted data for SSR submission.

- \* It is resolved to submit Institutional distinctiveness through best practices.
- \* Remedial coaching for slow learners.
- \* Counselling to students etc.

Members:-

Ananda

Dr. K. VASODHA  
Lee. in Biotechnology

  
Signature of  
PRINCIPAL

Dept. meeting minutes

7/9/23

NAAC arrangements meeting with IDAC team

Agenda:- Documents to be submitted for website update.

Discussion:- It is resolved to prepare the following below mentioned records with immediate effect

1. Dept. vision & mission
2. Time table
3. Programmes offered.
4. Syllabus.
5. Faculty details.
6. Admissions
7. Results.
8. Co - po's.
9. Dept. activities.
10. Dept. minutes.
11. Student progression
12. Dept. profile.

Members:-

Rama Indira

Dr. K. VASUDHA  
 Lec. in Biotechnology

Signature of PRINCIPAL

## Dept. meeting minutes

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Meeting with Principal madam D/3/10/23

### Agenda:-

1. Freshers Party for Iyr Sem-1 Students
2. Conduction of Mid exams from 17<sup>th</sup> of October.
3. 4 monthly Internship - offline mode.
4. Sale of SDC & LS books.
5. Various Committees Constituted for administration.

Discussion:- the below points discussed.

- \* Certificate courses & Value added courses must be introduced to strengthen academic activity.
- \* Action Plan for AQAR - Submit by 11<sup>th</sup> of October.
- \* Framing of question papers for mid exams as per Bloom's Taxonomy.
- \* Remember, Analysis
- \* Knowledge, Understanding, Lower order thinking level questions must be focused from 1<sup>st</sup> Internal.
- \* 20M - Maximum.