

Meeting No: 1

15/6/2017

A staff meeting is arranged on 15/6/2017 at 3.00 PM in the department of Microbiology to discuss the following agenda and implement the resolutions at once:

Agenda

1. Distribution of work load and the syllabus among the staff members for the academic year 2017-18.
2. Preparation of the Annual academic plan, teaching notes and teaching diary according to the CCE proforma.
3. Analysis of Results according to lecturerwise report.
4. It is resolved to take remedial classes for II and III year students those who failed Microbiology.
5. It is resolved to involve the faculty members to improve admissions in T.M.B.C.E.H group.
6. It is resolved to distribute the syllabus among staff members in the following manner.

P. Scientist

Paper I	-	D. Jyothi	DR
Paper II	-	J.S Ramprasad	
Paper III	-	J.S Ramprasad	
Paper IV	-	D. Jyothi	DR



Meeting No. 2

22/7/17

A Meeting of Department of Microbiology is conducted on 22/7/17 at 3.00 PM in Microbiology lab.

The following members are present.

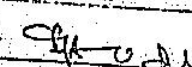
1. D. Jyothi - Incharge of Dept of Microbiology
2. M. Sravanavalli - Incharge of Dept of Botany
3. Sd. V. Talaseen - Incharge of Dept of Biochemistry

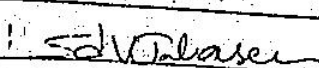
AGENDA: To appoint C. Dorcas Anand as guest faculty to teach Microbiology U.G. classes

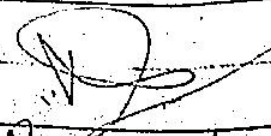
RESOLUTION: It is resolved to engage the services of Smt. DORCAS ANAND as guest faculty to teach Microbiology U.G. classes on hourly basis with a payment of Rs 100/- (hundred rupees only) per hour with maximum remuneration of Rs 7,200 (Seven thousand two hundred rupees only) per month with effect from 24/7/17. The same was taken content from the Principal.

The workload allocated to the guest faculty is 22 hours per week.

Convener: D. Jyothi

member: 

Member: 


Principal

PRINCIPAL

SRR CVR GOVT. DEGREE COLLEGE
(Autonomous)

Machavaram, VIJAYAWADA - 520 004.

Meeting - 3

1/3/18

A staff meeting is conducted on 1/3/18 in the department of Microbiology, and discussed about Exams, conduction of practical exams, and also discussed about preparations for Board of studies meeting which to be conducted on 20/3/18.

1. D. Jyoti
2. A. D. D. D.