

Meeting No.: 1

Date: 19/6/2018

A staff meeting is arranged on 19/6/2018 at 3:00 PM in the Department of Microbiology to discuss the following agenda and implement the resolutions.

Agenda

1. Result analysis of II, III, IV Semesters
 2. Discussion about work load and the syllabus for the academic year 2018-19.
 3. Preparation of the Annual academic plans, teaching notes and teaching diary according to the ECE program.
- It is resolved to take remedial classes for I and III year those who failed Microbiology.
- It is resolved to involve the faculty members to improve admissions in FMBC group.

Faculty member:

1. D. Jyothi

2. Ch. Dorcas Anand

Meeting No. 2

20/6/18

A Meeting of Department of Microbiology is conducted on 20/6/18 at 3.00 PM in Microbiology Lab.

The following members are present

1. D. Tyethi - Incharge of Dept of Microbiology
2. M. Sivanavalli - Incharge of Dept of Botany
3. Sd.V. Tabassum - 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 C. DORCAS ANAND as guest faculty to teach Microbiology U.G. classes on hourly bases with a payment of Rs 100/- (hundred rupees only) per hour with maximum remuneration of Rs 7,200 (Seven thousand and two hundred rupees only) per month with effect from 18/6/2018. The same was taken consent from the Principal

The workload allocated to the guest faculty is 32^{hrs} hours per week.

Convener: D. Tyethi

Member: S. V. V. V.

Member: S. V. V. V.

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Departmental Meeting: 3.

22/8/18

A meeting of the faculty of Microbiology is convened in the lab and resolved the following :-

1. Conduction of classes and syllabus coverage
2. Conduction of tests and assignments as per schedule.
3. Conduction of extra curricular activities.

1. D. Tyothi
Incharge Microbiol.

2. Dorcas Chand.
Guest Lecturer.

Departmental Meeting : 4.

1/2/19

A staff meeting is conducted on 1/2/19 in the department of Microbiology at 3.00 pm and discussed about the following.

1. Completion of syllabus.
2. Academic audit.
3. Preparation for Board of studies meeting.

1. D. Jyoti
HOD.

2. Ch. Dorcas
Anand.

MEETING NO. 5

01/04/19

A meeting of Department of Microbiology is conducted on 01/04/2019 at 3.00 PM in Microbiology Lab.

The following members are present

1. D. Jyothi - Incharge of Dept of Microbiology
2. Sd V. Tabareen - Incharge of Dept of Biochemistry
3. G. Vani - Lecturer in Zoology

AGENDA - To appoint E. Sarojini Devi as guest faculty to teach Microbiology U.G. classes.

RESOLUTION - It is resolved to engage the services of Smt E. Sarojini Devi as guest faculty to teach Microbiology U.G. classes on hourly basis with a payment of Rs 200/- (two hundred only) per hour with maximum remuneration of Rs 14,400 (fourteen thousand four hundred rupees only) per month with effect from 26/03/19. The same was taken content from the Principal.

The work load allocated to the guest faculty is 18 hour per week.

Cowenor - D. Jyothi

Member 1 - Sd V. Tabareen

Member 2 - G. Vani

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