

## MEETING NO - 01

16/10/2022

A departmental staff meeting is conducted in Microbiology lab at 3.00 pm on 16/10/2022.

The following staff members are present.

Dr. D. Jyothi Incharge Microbiology  
Dr. K. Aruna. Lecturer in Microbiology.

## AGENDA:

1. Syllabus distribution for I sem, Timetable.
2. Bridge course.
3. Departmental activities - Conduction of awareness on breast cancer.
4. updating of records for NAAE.

## RESOLUTIONS:-

I paper in I sem is allotted to Dr. D. Jyothi.  
It is resolved to start bridge course  
It is resolved to conduct breast Cancer awareness programme on 22/10/2022.

Dr. D. Jyothi  
D. Jyothi

Member! (1)

(Dr. K. ARUNA.)

Principal

PRINCIPAL  
SRR & CVR GOVT. DEGREE COLLEGE  
(Autonomous)  
Machavaram, VIJAYAWADA-520 004

MEETING NO - 02

12/12/2022

A Departmental staff meeting is conducted in Microbiology lab on 12/12/2022 at 3:30 PM.

The following staff members are present.

Dr. D. Jyothi Incharge Microbiology

Dr. K. Aruna Lecturer in Microbiology.

#### AGENDA:

1. Discussed about ongoing Internships of students
2. Completion of syllabus for III and IV sem.
3. Conduction of Mid exams.
4. Conduction of seminars, Assignments.

RESOLUTIONS :- It is resolved to monitor the regularity of students in Internship

It is resolved to conduct I Mid Exam and Seminars in last week of Dec.

D. Jyothi

#### Members.

1. Aruna  
(Dr. K. ARUNA)  
12/12/2022

*Aruna*  
12-12-2022  
PRINCIPAL

MEETING NO : 03.

4/01/2023

Departmental meeting was conducted in Microbiology lab on 4/01/2023 at 3.30pm.

The following staff members are present.  
 Dr. D. Jyothi Incharge Microbiology.  
 Dr. K. Aruna Lecturer in Microbiology.

## AGENDA:

1. Discussed about the departmental activities.
2. Establishment of Health Clinic in college as instructed by the Principal Mam.
3. NAAC preparation.
4. Discussed about starting Azolla-Biofertilizer production & Research unit in college.

RESOLUTIONS :- It is resolved to visit Govt Medical College Vijayawada. and meet Principal and discuss about Health clinic.

Members:

1. Aruna  
4/1/2023  
(Dr. K. ARUNA)

D. Jyothi

*Aruna*  
4.1.2023

PRINCIPAL

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A Departmental meeting was conducted in Microbiology lab on 1/02/2023 at 3.PM to discuss the agendas

1. Completion of syllabus and revision
2. Completion of practicals, seminars, assignments project work.
3. Internship monitoring
4. Internship evaluation

D. Jyothi

Members:

r. Aruna  
1/2/2022  
Dr-K. ARUNA.

*(Signature)*

PRINCIPAL

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