

**GOVERNMENT DEGREE COLLEGE  
MANDAPETA**



**MINUTES REGISTER**

**2023-2024**

**DEPARTMENT OF BOTANY**

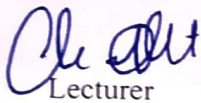
**GOVERNMENT DEGREE COLLEGE : : MANDAPETA**  
**Department of Botany**  
**Notice**

**Date: 02-09-2023**

A meeting of faculty members of Botany Department will be held in the Principal Chamber on 02-09-2023 at 4.00 PM to discuss the following.

**Agenda:**

1. Distribution of Time Table.
2. Curriculum planning for the academic year 2023-24.
3. Planning to Millet year Activities
4. World Ozone Day to be organized
5. Any other matter with the permission of chair.

  
Lecturer

  
Lecturer In-charge

  
Principal

## DEPARTMENT OF BOTANY

Date: 02-09-2023

A meeting of faculty members of Department of Botany was held in the Principal's Chamber at 4.30 PM on 02-09-2023

**Resolutions:**

- The timetable and workload of Botany department for the ODD semester 2023-24 was discussed and workload was distributed as per CCE norms.
- The teacher will take classes of semester 1, 3 & 5<sup>th</sup> as per time table provided by college timetable committee & prepare their class-wise lesson plan.
- An Academic Calendar of the department will prepare showing academic session, department activities, field visits, seminar etc.
- Teacher will also discuss Programme Specific Outcome & Course Outcome with the students in the start of academic session in their respective classes. The same will be displayed on departmental notice board.
- It is resolved both Departments of Botany and Zoology cordially celebrate "Millet Year Celebrations" on 08-09-2023.
- It is unanimously resolved to request the principal to accord permission to conduct Millet Year Celebrations in offline mode at our college primases every Second Friday in every month.
- It is resolved both Departments of Botany and Zoology cordially celebrate "World Ozone Day" on 16-09-2023.
- It is unanimously resolved to request the principal to accord permission to conduct **World Ozone Day** in offline mode at our college primases on 16-09-2023.
- It is resolved to conduct Guest Lecture on 16-09-2023.
- It is unanimously resolved to invite Sri N.Srinivasa Rao Lecturer In-Charge in Zoology at Government Degree College Ramachadrapuram.

  
Lecturer

  
Lecturer In-charge

  
Principal

**GOVERNMENT DEGREE COLLEGE : : MANDAPETA****Department of Botany****Notice****Date: 03-10-2023**

A meeting of faculty members of Department of Botany will be held in the Principal Chamber on 03-10-2023 at 4.00 PM to discuss the following.

**Agenda:**

1. Planning to start Certificate Course/Add-on Course.
2. Planning to Millet year Activities
3. Paleo Science Day to be organized
4. World AIDS Day to be organized.
5. National Farmers Day to be organized.
6. International Epidemic Preparedness Day to be organized.
7. National Science Day to be organized.
8. World Environment Day to be organized.
9. Biological Tour to be organized.
10. Planning to conduct co-curricular activities.

  
Lecturer

  
Lecturer in-charge

  
Principal

**DEPARTMENT OF BOTANY****Date: 03-10-2023**

A meeting of faculty members of Department of Botany was held in the Principal's Chamber at 4.30 PM on 03-10-2023

**Resolutions:**

- It is resolved both Departments of Botany and Zoology cordially celebrate "Millet Year Celebrations" on 08-09-2023.
- It is unanimously resolved to request the principal to accord permission to conduct Millet Year Celebrations in offline mode at our college premises every Second Friday in every month.
- It is resolved to conduct Poster Presentations, Group Discussions, Food festivals and Local Community based activities by every month.
- It is resolved to conduct Elocution Competition on International year of millets to enhance Student knowledge towards the subject.
- It is resolved to conduct co-curricular activities to all students like Quiz, Elocution Competitions on the part of following a proposal by India, backed by more than 70 countries, the United Nations General Assembly, at its 75th session in March 2021, declared 2023 as the International Year of Millets.
- It is resolved to enrich the curricula, conduct prepare the Certificate Course Modules, timetable, model paper, brochure etc., and it will be start from 09-10-2023.

  
Lecturer

  
Lecturer in charge

  
Principal

**GOVERNMENT DEGREE COLLEGE : : MANDAPETA**  
**Department of Botany**  
**Notice**

**Date: 03-10-2023**

A meeting of faculty members of Botany Department will be held in the Principal Chamber on 03-10-2023 at 4.00 PM to discuss the following.

**Agenda:**

1. Discussion on Entry level test.
2. Planning to start Bridge Conduct for I Semester students.
3. Planning to conduct co-curricular activities.
4. Planning to conduct Guest Lecture
5. Any other matter with the permission of chair.



Lecturer



Lecturer in-charge



Principal

**DEPARTMENT OF BOTANY****Date: 03-10-2023**

A meeting of faculty members of Department of Botany was held in the Principal's Chamber at 4.30 PM on 03-10-2023

**Resolutions:**

- It is resolved to conduct Entry level test on 04-10-2023 to identify the slow and advanced learners.
- It is resolved to prepare the Bridge Course Modules, timetable etc. and also resolved Bridge Course will be start from 06-11-2023 for B.Sc. newly admitted students based on the request from Botany & Zoology departments.
- It is resolved to conduct Classroom Seminar, Group Discussion, Peer Learning by every month.
- It is resolved to conduct Guest Lecture for second semester students on 15-11-2023.



Lecturer



Lecturer in-charge



Principal

## DEPARTMENT OF BOTANY

Date: 06-11-2023

A meeting of faculty members of Department of Botany was held in the Principal's Chamber at 4.30 PM on 06-11-2023

**Resolutions:**

- It is resolved both Departments of Botany and Zoology cordially celebrate "Millet Year Celebrations" on 10-11-2023.
- It is unanimously resolved to request the principal to accord permission to conduct Millet Year Celebrations in offline mode at our college primases every Second Friday in every month.
- It is resolved to conduct Poster Presentations, Group Discussions, Food festivals and Local Community based activities by every month..
- It is resolved to conduct co-curricular activities to all students like Quiz, Elocution Competitions on the part of following a proposal by India, backed by more than 70 countries, the United Nations General Assembly, at its 75th session in March 2021, declared 2023 as the International Year of Millets.
- It is resolved both Departments of Botany and Zoology cordially celebrate "Paleo-Science Day" on 14-11-2023.
- It is unanimously resolved to request the principal to accord permission to conduct PALEO-SCIENCE DAY in offline mode at our college primases on 14-11-2023.
- It is resolved to conduct co-curricular activities to all students like Quiz, Elocution Competition from 10-11-2023 on the occasion of Great Indian Scientist Prof. Birbal Sahni's Birthday.



Lecturer



Lecturer in-charge



Principal



## DEPARTMENT OF BOTANY

Date: 21-12-2023

A meeting of faculty members of Department of Botany was held in the Principal's Chamber at 4.30 PM on 21-12-2023.

**Resolutions:**

- It is resolved both Departments of Botany and Zoology cordially celebrate "World Soil Day" on 05-12-2023.
- It is unanimously resolved to request the principal to accord permission to conduct "World Soil Day" in offline mode at our college Seminar Hall on 05-12-2021.
- It is resolved both Departments of Botany and Zoology cordially celebrate "National Farmers Day" on 23-12-2023.
- It is unanimously resolved to request the principal to accord permission to conduct "National Farmers Day" in offline mode at our college Seminar Hall on 23-12-2021.

  
Lecturer

  
Lecturer In-charge

  
Principal

**GOVERNMENT DEGREE COLLEGE : : MANDAPETA****Department of Botany****Notice****Date: 01-01-2024**

A meeting of faculty members of Botany Department will be held in the Principal Chamber on 01-02-2024 at 4.00 PM to discuss the following.

**Agenda:**

1. Distribution of Even Semester Time Table.
2. Preparation of PO's and CO's
3. Planning to conduct Guest Lecture
4. Discussion on six months internship.
5. Any other matter with the permission of chair.



Lecturer



Lecturer In-charge



Principal

## DEPARTMENT OF BOTANY

Date: 01-01-2024

A meeting of faculty members of Department of Botany was held in the Principal's Chamber at 4.30 PM on 01-01-2024

**Resolutions:**

- The timetable and workload of Botany department for the Even semester (II & IV) 2023-24 was discussed and workload was distributed as per CCE norms.
- The teacher will take classes of semester 2<sup>nd</sup> & 4<sup>th</sup> as per time table provided by college timetable committee & prepare their class-wise lesson plan.
- Teacher will also discuss Programme Specific Outcome & Course Outcome with the students in the start of academic session in their respective classes. The same will be displayed on departmental notice board.
- It is resolved to conduct Guest Lecture for second semester students on 21-02-2024.
- It is resolved to every student should identify the organization for internship in consultation with the internship coordinator and report the intern organization as per the schedule given by college.

  
Lecturer

  
Lecturer in-charge

  
Principal

**GOVERNMENT DEGREE COLLEGE : : MANDAPETA****Department of Botany****Notice****Date: 19-02-2024**

A meeting of faculty members of All Science Departments will be held in the Principal Chamber on 19-02-2024 at 4.00 PM to discuss the following.

6. Planning to conduct National Science Day.
7. Planning to conduct Co-curricular activities.
8. Any other matter with the permission of chair.



Lecturer



Lecturer in-charge



Principal

## DEPARTMENT OF BOTANY

Date: 19-02-2022

A meeting of faculty members of Department of Botany was held in the Principal's Chamber at 4.30 PM on 19-02-2024

**Resolutions:**

1. It is unanimously resolved to request the principal to accord permission to conduct the National Science Day on 28th February 2022.
2. The suggestions made by the principal to encourage all science students in student activities such as outreach programs and inter-college competition were unanimously resolved.



Lecturer



Lecturer In-charge



Principal

## DEPARTMENT OF BOTANY

Date: 13-03-2024

A meeting of faculty members of Department of Botany was held in the Principal's Chamber at 4.30 PM on 13-03-2024

**Resolutions:**

- It is resolved to conduct Remedial Classes for slow learners for fourth semester students from 01-04-2024.
- It is resolved to prepare the internal marks register for even semester for the academic year 2023-24.
- It is resolved to keeping records of bridge course, certificate course, departmental minutes, slow/weaker sections students records, seminars etc.

  
Lecturer

  
Lecturer in-charge

  
Principal