



PSC & KVSC Government College
(Affiliated to Rayalaseema University, Kurnool)
Bommalasatram, Nandyal, Nandyal District
Andhra Pradesh - 518502

DEPARTMENT OF BOTANY
DEPARTMENT MINUTES
REGISTER

Meeting - 17.

Dt: 7.11.2022

The Staff members of Dept. of Botany met in the department on 7.11.2022 at 10.30 AM discussed and resolved the following.

1. Resolved to distribute the teaching papers for 1st, 3rd & 5th Semesters.

V.P. Sailija Rani - 3rd semester - Anatomy & Embryology.

6th semester (Em) - plant propagation

Dr. M. Ramesh - 6th semester - seed Technology (Em & Im)

P. E. Vijayanand. - 1st semester - Fundamentals of Microbes.

6th semester - plant propagation (Im).

Lsc - III Sem - Environmental Education - V.P. Sailija Rani & Dr. M. Ramesh.

SrC - I sem - plant Nursery - P. E. Vijayanand.

2. Discussed and decided to conduct Bridge course classes for 1st BSc students from 9.11.2022 to 26.11.2022 for 1 week.

3. Discussed to conduct an orientation programme for 1st BSc students.

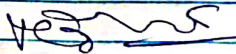
4. Discussed to conduct National Integration day on 19.11.2022 along with other departments.

5. Discussed about the Dept. Action plan.

6. It is resolved to implement long term internship for 2nd year students from 17.11.2022 to 28.2.2023 at Kurnool Dist. Milk producer's mutually aided co-op union Ltd. Nandyal.

Staff Member.

1. Dr. M. Ramesh



V. Sec.

He. of the Department

2. Dr. P. E. Vijayanand.



Principal

PSC & KVSC Government College
NANDYAL, Nandyal (Dt.), A.P.

Meeting: 18

Dt: 30.11.2022.

The department of Botany met at principal's chamber on 30.11.2022 along with other science departments at 4.30 pm discussed and decided to conduct the following:

1. Conduct AIDS awareness programme (Rally) on 01.12.2022 along with NSS unit.

2. Resolved to improve Greenery in the College Campus and make arrangements for potted plantation programme in the view of pollution prevention day on 2.12.2022 in the college campus.

3. Resolved to conduct Internal Exams for 3rd & 5th Semesters students in the 3rd week of December.

4. Discussed and decided to conduct an awareness programme on Energy Conservation in the view of Energy Conservation week/day from 14.12.2022 to 21.12.2022 along with other science departments.

Sign. of the Staff member.

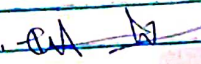
1. Dr. M. Ramesh



V. Sec.

He. of Department

2. Dr. P. E. Vijayanand.



Meeting - 19

Dt: 20.12.2022

The Staff members of Dept. of Botany met in the department on 20.12.2022 at 4.30pm discussed and resolved the following.

1. Discussed and decided to develop the Botanical Garden
2. It is resolved to improve the greenery in the campus
3. Discussed about the updation of department Records
4. Discussed about the department requirements
5. Discussed about Internship & Csp Evaluation.
6. Discussed about CIA, Student Study projects.

1. ~~Signature~~
2. ~~Signature~~

W.S.
Dept. Bot.

Meeting - 20

Dt: 19.01.2023

The Staff members of department of Botany met in the department on 19.01.2023 at 4.00pm discussed and resolved the following.

1. Discussed about the Coverage of Syllabus as per curriculum plan.
2. It is resolved to conduct student Seminar / Group discussion as part of co-curricular Activities.
3. Discussed about the updation of records.
4. Discussed about the e-waste article in the laboratory.
5. Resolved to improve botanical garden.
6. Decided to conduct field trip for 3rd year students to perform practical as part of curriculum.

1. ~~Signature~~
2. ~~Signature~~

W.S.
Dept. Botany

Dt: 10.02.2023

The staff members of Department of Botany met in the Department on 10.02.2023 at 4.30pm discussed and resolved the following.

1. Discussed about department records & requirements
2. Resolved to organize a Botanical exhibition in view of National Science day on 28.02.2023
3. Discussed about the completion of Syllabus & conduct Study hours (Slipkitt) for slow learners.
4. Resolved to decided to conduct field trip
5. Resolved to conduct remedial classes for slow learners

1. ~~Yous~~2. ~~EA~~

NSL

Dept. Slc.

Dt: 04.3.2023

The Staff members of Department of Botany met in the department on 04.3.2023 at 4.30pm discussed the following

1. We have discussed about the time-table (arrangement) necessary for proper conductance of practical Examinations
2. Discussed about the updation of NAAC records
3. Discussed about completion of syllabus
4. Discussed about the Long term Internship

1. ~~Yous~~2. ~~EA~~

NSL

Slc of the Dept.

N. Prasadulu

PRINCIPAL
PSC & KVSC Government College
NANDYAL, Nandyal (Dt.), A.P.

Dt: 13.4.2023.

The staff members of department of Botany met in the department on 13.4.2023 at 4:00pm discussed the following:

1. It is resolved to distribute/divide the teaching papers for 2nd, 3rd & 6th semester.

V.J. Sailaja Rani - 6th Sem (Em) - plant propagation
1st Sem (Pr) - plant physiology & metabolism
2nd Sem - Basics of vascular plants (Theory)

Dr. M. Ramani - 6th Sem (Em & Pr) - Seed Technology
2nd Sem - Basics of vascular plants (Theory & Practically)

P.E. Vijayamend - 6th Sem (Em) - plant propagation
1st Sem (Pr) - Cell Biology
2nd Sem - Basics of vascular plants (practical)

2. Discussed about the dept. Action plan.

3. Discussed about the implementation of 6th Sem Long term Internship, CSP, & short term internship.

4. Discussed about 5th Sem internship practical.

1. [Signature]

2. [Signature]

[Signature]
Dept. ILC.

Dt: 09.5.2023

The staff members of department of Botany met in the department on 09/5/2023 at 4pm discussed the following.

1. Discussed about the updation of department records to

2. Discussed about the completion of syllabus, slip tests, other co-curricular activities.

3. It is resolved to improve botanical garden, its protection

4. Discussed about online classes.

5. Discussed about admissions, Campaigning for the AY- 2023-2024 & decided to improve the admissions.

[Signature]

[Signature]
I.C. of the Dept.

Dt: 02.6.2023

The staff members of department of Botany met in the department on 02.6.2023 at 4.00pm discussed & resolved the following.

1. It is discussed and resolved to conduct a plantation programme in the view of International Environment day on 05.06.2023 in our college campus.
2. Discussed about the completion of syllabus & T.O.Ts.
3. Discussed about student seminars, project work & other co-curricular activities, Extra classes for completion of syllabus.
4. Discussed about CIA, Internship.
5. Discussed about the updation of NAAC records.

~~EA~~ to

N. Sri Lakshmi
-IC & H. Dept.

Dt: 04.7.2023

The staff members of Botany department met in the department on 04.07.2023 at 4.00pm discussed the following.

1. It is ~~is~~
1. Discussed about completion of syllabus.
2. It is resolved to conduct Internal Examinations and other co-curricular activities.
3. Discussed about requirements of the Department.
4. Discussed about updation of Dept. records.
5. Discussed about improvement of Greenery in the college Campus & Botanical garden.
6. Discussed about CSP, CIA & Short term Internship.

~~EA~~ to

N. Sri Lakshmi
Dept. Botany

N. Sri Lakshmi
PRINCIPAL
PSC & KVSC Government College
NANDYAL, Nandyal (Dt.), A.P.

Dept of Botany
PSC & KVSC Govt-Degree College, NANDYAL
CIRCULAR

Cir. No. 1/2021-22/ Bot Dept. Dt. 18-06-2021

18.06.2021

The Department of Botany of this College wish to conduct the departmental meeting at Botany department along with all lecturers of Botany on 18.06.2021 at 4.30pm, to discuss the following the agenda points.

Agenda:

1. Admissions
2. Result analysis
3. plantation programme in our College Campus
4. Any other with the request of other members.

Invitee Members:

1. Dr. M. Ramesh

~~Dr. M. Ramesh~~ Lec. in Botany

2. Dr. Neeraj P. Shetty

U. S. Devi.
Dept. In-Charge
18-06-2021

MEETING - 1


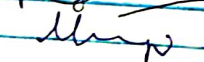
Dt: 18.06.2021


Resolutions.

The department of Botany along with staff members are met in the botany department on 18.06.2021 at 4.30pm discuss and decided the agenda and resolved the following resolutions.

1. To decided improve the admissions for the Ay-2021-2022
2. Every staff member of Botany are discussed to students their university results and action plan prepare slow learners & failure students.
3. 100 saplings planted in our college campus & at Green park of nearby town and decided by the department in view of

Sign & Invitee Lecturers:

1. Dr. M. Ramesh - 
2. Dr. P. Neeraja - 


Dept. Incharge
18.06.2021


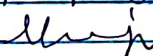
Meeting - 2

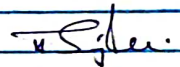
Resolutions:

Dt: 5.07.2021

1. The Dept. of Botany was resolved to conduct remedial classes for slow learners. From 12.7.2021 to 23.7.2021
2. To prepare and submit all academic records like teaching Diary, lesson plan at the end of July month.
3. Some BSc students are other than come from other than Bi.P.C group in Intermediate course, hence the dept. of Botany was decided to conduct one week bridge classes for 1st BSc students.

Lecturers:

1. Dr. M. Ramesh - 
2. Dr. P. Neeraja - 


Dept. Incharge

Meeting - 3.

Dt: 02.8.2021

The staff members of botany department were met at botany lab on 2.8.2021, discussed and decided the following resolutions.

1. Resolved to conduct Vanamechastavam programme at our college campus. And invite MLA as chief guest of this programme and also DFO of Nandyal. 30 saplings planted in our boundaries of the college campus.
2. Resolved to well prepared the students for practical examinations.
3. Resolved to update the academic records to submit to principal for verification.

1. 

2. Dr. P. Nenaji



I/c. of the Dept.

Meeting - 4.

Dt: 08.09.2021

All the Lecturers of Botany department met in the botany lab on 08.09.2021 at 4.30pm discussed and decided the following resolutions.

Resolutions:

1. Botany subject papers distributed between the staff members.
2. Resolved to prepare Dept. time table for 2nd & 5th sem. students.
3. updation of Department academic records as per action plan.

1. 

2.

2. Dr. P. Nenaji



I/c. of the Dept.



Meeting - 5


Dt: 05.11.2021

The Department of Botany met at department along with staff on 05.11.2021 at 4.30 and resolved the following resolutions.

Resolutions:

1. Syllabus (^{Teacher} papers) allotted between the staff members
2. A meeting conduct on National Education day along with students at room No. 8 on 11.11.2021
3. Essay writing & Elucation competition conduct on NEP System
4. Resolved to conduct National Integration day on 19.11.2021 as per the order of India Central government.
5. Resolved to participate in library week celebrations along with the students conducted by library department
6. Resolved to participate and celebrate NCC day on 25.11.2021 along with our NCC cadets
7. Resolved to conduct a certificate course for 11th year students from 15.11.2021 on Nursery management & Grafting methods

1. 
2. 


H.C. + Dept. +

Meeting - 6


30.11.2021

The staff members of Botany met in the department on 30.11.2021 at 4.45pm discussed and resolved the following resolutions.

Resolutions:

1. It is resolved to participate in Aids awareness rally along with NCC & NSS volunteers on 01.12.2021
2. Resolved to develop the botanical garden with medicinal plants
3. Resolved to conduct remedial classes for slow learners
4. Discussed about the completion of syllabus as per curriculum plan.
5. conduct AIDS awareness programme on 01.12.2021 along with NSS unit.

1. 
2. 


Dept. Incharge

Meeting - 7

Dt: 02.01.2022


The staff members met in the department on 02.01.2022 at 4.00pm discussed the following issues.

1. Resolved to update department records as per NAAC format -
2. Resolved to prepare fresh habitation of college campus floor.
3. Resolved to participate in National women teacher's day on 03.01.2022 and National youth day on 12.01.2022.

1 2 

N.S.L.

Dept. Incharge


 PRINCIPAL
 PSG & KVSG Government College
 NANDYAL, Nandyal (Dt.), A.P.

Meeting - 8

Dt: 06.02.2022

The staff members of dept. of Botany met in the principal's chamber on 06.02.2022 along with physics, chemistry & zoology departments at 4.00pm discussed and resolved the following resolutions.

Resolutions:

1. Resolved to conduct poster presentation, Elouition in the view of National Science day on 28.02.2022.
2. Resolved to conduct science quiz with plickers on the occasion of National Science day.
3. Discussed about the teaching papers distribution for 1st 2nd & 6th Semesters.
4. Discussed about the syllabus completion for 5th sem. students

1 2 

N.S.L.

Dept. Incharge

Meeting - 9

Dt: 04.03.2022

The Staff members of Dept. of Botany met in the department on 04.3.2022 discussed about the following:

1. Discussed about Certificate Course on plant nursery & Grafting methods.
2. Discussed & resolved to conduct orientation programme for 1st year students.
3. Resolved to conduct group discussions & Quiz programmes as part of co-curricular activities.
4. Resolved to improve the students grade points in university examinations by conducting remedial classes & study hours.

1. 2. 

H. S. Srinivasan

H.C. of the Dept.

Meeting - 10.

Dt: 04.04.2022

The staff members of Dept. of Botany met in the department discussed and resolved the following resolutions on 04.04.2022.

1. Resolved to conduct an awareness programme on disaster management in collaboration with NDRF on 06.04.2022.
2. Resolved to conduct student seminar & Quiz programmes as part of co-curricular activities.
3. Resolved to conduct an awareness programme on Tobacco awareness programme (Tobacco campus free) on 28.04.2022.
4. Resolved to participate in ~~inter~~ Dr. B.R. Ambedkar Jayanti on 14.04.2022.

1. 2. 

H. S. Srinivasan

H.C. of the Dept.

Meeting - 11

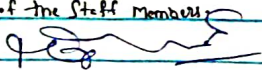
Dt: 02.5.2022

The staff members of Dept. of Botany met in the department on 2.5.2022 discussed and resolved the following resolutions.

1. It is resolved to conduct Student Seminars according to university Examination.
2. Resolved to conduct Quiz programme & Group discussions to improve peer learning among the students.
3. Discussed about the completion of syllabus both theory & practical.
4. Discussed about the practical examinations to schedule for 2nd & 4th semester students.
5. Resolved to implement community service project for 2nd year and guide them to complete project.

Sgn. of the Staff Members

1



2



Dpt. Incharge



Meeting - 12

3.6.2022

The staff members of Botany met in the department on 3.6.2022 discussed and resolved the following resolutions.

1. It is resolved to conduct World Environmental Day on 05.06.2022.
2. Resolved to conduct plantation programme in botanical garden.
3. Resolved to complete the syllabus for 6th semester students.



2



Incharge

Dpt. of the Dept.

Meeting-13

2.7.2022

The Staff members of Dept of Botany met in the department on 2.7.2022 at 4.30pm discussed and resolved the following

1. Discussed About the distribution of teaching or sharing of teaching papers. (Allotment of teaching papers) for 2nd & 3rd Semesters
2. Discussed about the planning of Time table.
3. Discussed about department requirements.
4. Resolved to conduct an awareness programme about Nature conservation in the view of world Nature Conservation day.
5. Resolved to conduct a competition programme on Nature protection & Environment development.
6. Discussed about Csp, Internship for 4th Semester & 2nd Semester students
7. It is resolved to take necessary steps to decrease the dropout.

Sign of the staff members

1. 2. 

n.she.

Dept. Incharge

Meeting-14

21.06.2022

The Staff members met in the department on 21.6.2022 at 4.30pm discussed and resolved the following.

1. Resolved to take remedial classes for slow learners before or after college hours.
2. Resolved to develop Botanical garden.
3. Conduct Quiz & poster presentation competitions to students in view of Azadi Ka Amrit Mahotsav.
4. Discussed about the completion of syllabus.
5. It is resolved to conduct field trip to Mahanadi Forest area for 3rd year students.

Sign of the staff members

1. 2. 

n.she.

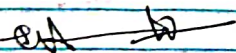
Inch. of the Dept.

Meeting - 15

Dt: 01.9.2022

The Staff members met in the department on 1.9.2022 at 4:30pm. Discussed and resolved the following.

1. It is resolved to conduct a field trip to Mahanandi forest reserve for 4th Semester Students on 03.09.2022
2. Discussed about the practical schedule for 2nd & 4th Semester students
3. Discussed about the updation of Department records.
4. Discussed about E-waste articles in the laboratory
5. Discussed about the updation of ^{college.} website

1 2 

H. S. K.

H/o. of Dept.

Meeting - 16

Dt: 31.10.2022

The Staff members of department of Botany met in the department on 31.10.2022 at 4:00pm in the department discussed and resolved the following

1. Discussed about the Short term Internship for 4th semester students.
2. Resolved to select the Industry for short term Internship Vijay milk products.
3. Discussed about the updation of department record for NAAC.
4. Resolved to conduct remedial classes for slow learners

Sign. of the Lecturer

1 2 

H. S. K.

H/o. of the Dept.

2/11/2020

Ay: 2020 - 2021

The staff members met in the department, discussed the following:

1. Discussed about Time table & papers distribution
2. Discussed about online classes.
3. Discussed about NAAC works/records.
4. Planning to update dept. Activities.

Paper distribution: 2020-2021.

1. V.D. Seelajani Rani - 6th paper & 1st paper (Em)
2. M. Ramesh - 5th paper & 1st paper (Im)
3. P. Neeraja - 2 papers (Em & Im).

1. Ude
2. Ude
3. P. Neeraja

17/12/2020

The staff members met in the department, discussed the following:

1. Discussed about Dept. Records update
2. Planning to start certificate courses
3. Discussed to conduct student seminars, Internal Exams, field trips
4. Discussed about study projects/works
5. Discussed about dept. Activities.

1. Ude
2. Ude
3. P. Neeraja

5/1/2021

The staff members assembled in the department discussed and resolved the following

1. planning to improve Admissions.
2. resolved to organise field visits
3. Resolved to complete syllabus & per Annual curricula plans.
4. Resolved to conduct student seminars.
5. Resolved to update dept. Records.

1. N. S. J.
2. P. S. J.

15/2/2021

The staff members met in the department discussed and resolved the following:

1. It is resolved to conduct internal Exams.
2. planning to conduct National science day.
3. planning to conduct Quiz programme with plickers.



1. N. S. J.
2. P. S. J.

16/9/19.

The staff members met in the department and discussed and resolved the following:

1. planning to complete theory & practical.
2. Discussed about Internal Examination.
3. Discussed about Dept. requirements.
4. planning to take remedial / extra classes for slow learners.

1. U.S. F.

2. 
3. 

11/12/2019

The staff members met in the department and discussed the following,

1. complete the syllabus on time.
2. Discussed about practical Exams.
3. planning to develop Botanical garden.
4. update the Dept. Records.

1. U.S. F.

2. 
3. 

12.9.18

The staff members met in the dept. discussed and resolved the following activities.

1. planning to take remedial classes for slow learners and backlog students.
2. planning to complete the syllabus both theory and practicals.
3. planning to take extra classes for revision and to conduct tests, at before or after college hours.

1. N. Sankar
2. Kalay
3. P. Srinivas

12/9/18



The staff members met in the department to discuss and resolved the following activities.

1. planning to conduct the practical exams.
2. updating of Academic Records.
3. Discussed about the Dept. requirements, and purchase of lab room equipment under revenue scheme - sanction of budget.

1. N. Sankar
2. Kalay
3. P. Srinivas

29/11/18

The staff members met in dept. and discussed the following activities,

1. Discussed and distribute the papers and time table.
2. Discussed about dept. requirements.
3. Discussed about dept. Activities.

1. U. S. Singh
2. K. Arora
3. P. Singh

21/12/18

21/12/18

The staff members met in the department and discussed and resolved the following issues.

1. Discussed about required lab equipment, under revenue scheme sanction at budget.
2. Discussed about the dept. activities.
3. planning to take remedial classes for slow learners.
4. planning to organize field trips.

1. U. S. Singh
2. K. Arora
3. P. Singh

31.1.19.

The staff members met in the dept. discussed and resolved the following issues

1. Result analysis and review on percentage obtained in each paper.
2. Adjust the 7th paper to newly come lecture after interstate transfer.
3. planning to complete the syllabus & updating of all academic records.

1. u
2. q
- 3.

11/2/19.

The staff members met in the dept. discussed about the following issues.

1. To update all academic records & prepare for Academic audit.
2. planning to take remedial classes
3. Review on Syllabus & practical completion.

1. u
2. q
3. u

A.Y: 2017-18

The staff members met in the Department and discussed the following issues.

- 1) Result analysis and review on percentage obtained in each paper.
- 2) Departmental Activity plan for 2017-18.
- 3) Individual ^{Annual} Curriculum plan.
- 4) Time-Table for the year 2017-18.
- 5) Attended admission work for 1st year.

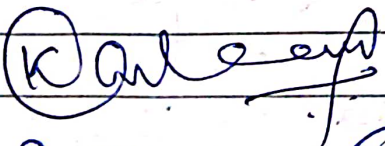

1. Rajesh

2. Prakash

05-07-2017

The staff members met in the dept. and discuss and resolved the following issues

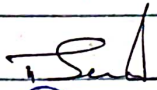
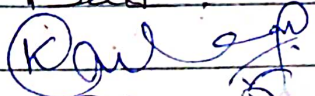

- 1) To make the arrangements for 'VANAM-MANAM' planting programme
- 2) Syllabus distribution to the newly joined faculty
- 3) Resolved to conduct the activities as per dept. activity plan and Annual curricular plan.

1. 
2. 

12-9-17

The staff members met in the dept. and discussed and resolved the following

1. Review on syllabus as per CBES system.
2. planning to conduct ii Mid internal exams for I, II, Exam.
3. planning to conduct the prepractical exams.

1. 
2. 
3. 

29.11.17

The staff members met in Dept. discussed and resolved the following activities.

1. syllabus distribution
2. planning to start certificate course for 10 yrs.
3. Discussed about the Dept. requirements
4. updating of all academic records
5. planning to organize field trip.

1. n. S. L.
2. R. S. L.
3. P. S. L.

20.12.17

The staff members met in the Dept. discussed and resolved the following issues.

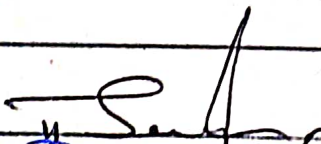
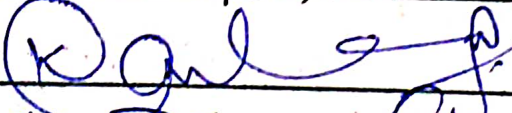
1. planning to conduct Guest Lecture.
2. Review on syllabus as per CBS.
3. Maintaining of student study projects, Assignments.
4. Resolved to organize field trip for 10 yrs.

1. n. S. L.
2. R. S. L.
3. P. S. L.

2. 2. 18

The staff members met in the dept. and discussed and resolved the following Activities

1. planning to complete the syllabus as per CBSE system both theory & practical
2. planning to conduct student seminars
3. planning to conduct remedial classes for failures and slow learners.
4. updating of all academic records.

1. 
2. 
3. 