

M.P GUPTA
ACCOUNT BOOK

DELUX BOOK

TTWRDC (G) MAHABUBABAD

DEPARTMENT OF BOTANY

MINUTES OF MEETING REGISTER

M.P. GUPTA BOOKS & STATIONARY

LASHKAR BAZAAR, HANMAKONDA.

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CERTIFICATE

This is to certify that - this register
consisting of page no 1 to 170 pages
this register is used for reporting
"Minutes of Meeting" of department of
Botany from Academic year from
2019 to _____ Reg.
this register pertaining to JTW(RDC), Mahabubabad

MINUTES OF
MEETING

Date:- 29/08/2019


Time:- 2-3pm

As per the action plan in the department of Botany, Head of the department of Botany presented to check the work load and verified distribution of syllabus for 1st, 3rd and 5th semesters.

The work load of all semesters have been divided as per the below table.

S.NO	Name of the Lecturer	Paper	Group & Year
1.	K. Sreelaxmi	Microbial diversity of lower plants	BZC-I yr I sem
		Bot Taxonomy of angiosperms & medicinal botany	BZC-II yr III sem
		Cell biology and Genetics	BZC-III yr V-sem Paper 5
		Ecology and Biodiversity	BZC-III yr V-sem paper 6

Subt
Sign of the
faculty member
K. Sreelaxmi


Principal
TTWR Degree College (G)
Mahabubabad-506 101.

Subt
Sign of the
Incharge.

Date:- 13/11/2019

Time:- 2-3pm

As a part of the action plan in the department of Botany the departmental incharge reviewed the important points such as

- * 1) "University almanac"
- * 2) "Students seminars"
- * 3) "Remedial classes"
- * 4) "conducting Practicals"
- * 5) "Study projects"
- * 6) "Field trips"

Review of this action plan is about the internal exams, Semester plan, conducting practicals, arranging remedial classes for the slow learners, student study projects and organising field trips for the first year and final year students.

Semester examination plan is prepared by conducting slip tests, study hours, clarifying doubts and organising prefinal exams.

Subt.

Faculty member

1) K. Sreelaxmi - Subt.

Subt.

Incharge

Date: 6/1/2020

Time: 3:45pm

Departmental meeting is held on 20th Aug 2020 at 3:30 in the staffroom. Head of the department presided the meeting.

All the faculty members of the department discussed regarding the distribution of 2nd, 4th, and 6th semester work load and resolved the following unanimously.

The work load of the all semesters have been divided as per the below table.

SNO	Name of the Lecturer	Title of the Paper	Group, Year & Semester
1	K. Sreelaxmi	Plant Anatomy and Embryology Plant Physiology	BZC - II year IV Semester Paper - 4 BZC - III year VI - semester Paper - 7
2	K. Nagarani	Bryophytes, Pteridophytes Gymnosperms & Palaeobotany Tissue culture and Biotechnology	BZC - I year II - Semester Paper - 2 BZC - III year VI - Semester Paper - 8

Faculty members.

1) K. Sreelaxmi - Subj.

2) K. Nagarani - K. Incharge

- Subj.
Incharge

Principal
TTWR Degree College (G)
Mahabubabad-506 101.

Date:- 9/4/2023

Time:- 9-10 AM

Departmental staff meeting is held at 2 PM in the Botany Lab. Incharge of the department of Botany presided the meeting.

All faculty members of the department discussed regarding the programmes to be held in the present semester.

Important points discussed in the meeting are

- * Student seminars
- * Remedial classes
- * Environmental day celebration
- * Semester plan according to almanac.
- * Field trip.
- * Result analysis.

Members

1) K. Sreelaxmi - Sub I.

2) K. Nagarani - K. Nay

Sub I.
Incharge


Principal

TTWR Debra College (G)
Mandabadi - 506 101.

Date: 4/9/2021
Time: 2-4 PM

Departmental meeting is held in the month of March 2020 at 2 PM in the botany department. Incharge of the department presided the meeting.

Faculty members of the department discussed regarding the programs of the semester as because of spread of corona.

The following points discussed in the meeting are

- * Steps to be taken for completion of syllabus.
- * Commencement of online classes and setting of whatsapp groups according to class (group) wise.
- * Daily attendance and class report should be submitted in the college.
- * Checking the availability of mobile phones to every student.
- * In case individual phones are not available. Then faculty should send video class of their own.

Members

Incharge

Principal

1) K. Sreelaxmi - Secy

2) K. Nagarani - V. Secy

Principal
TTWR Degree College (G)
Mahabubabad-505 101

Date: 20/06/2020
Time: 2-39 PM

Departmental meeting is held on June 2020 at 2 Pm in staff room. Incharge of Botany department presided the meeting.

All the faculty members of the department discussed about the distribution of the syllabus, activities to be conducted and workload to be distributed, and of Ist, IIIrd and Vth Semesters, and resolved the following unanimously.

The workload of all semesters have been divided as per the below time table.

SNO	Name of the Lecturer	Paper to be held	Year, group & Semester
1	K. Sreelaxmi	Anatomy and Embryology.	BZC II nd year III semester
2	K. Nagarani	Cell biology and Genetics.	BZC III year IV semester, Paper - V
		Microbial Diversity of Lower plants.	BZC 1 st year I semester
		Ecology and Biodiversity.	BZC III year V - semester Paper - VI

Faculty Members.

- 1) K. Sreelaxmi - ~~Sign~~
- 2) K. Nagarani - K. Nagarani

~~Sign~~
Incharge

Date: 22/2/21
Time: 2:45 PM

Departmental meeting is held on Feb 2021 at 8 PM in staff room. Head of the department of Botany presided the meeting.

All faculty members of the department have participated and discussed about activities which are going on and to be held in the semester.

The following resolutions have been taken unanimously.

- 1) Semester plan according to almanac.
- 2) Examination to be held.
- 3) Internal and practical examinations
- 4) National Science day Celebrations
- 5) National level webinar by Dr. G. Madan Mohan, Dept of Biotechnology, GDC, Siddipet, TS.
- 6) Practicals, lab requirements and materials.

Members:-

- 1) K. SreeLaxmi - ~~Sub.~~
- 2) K. Nagarani - K. V. V. V.

~~Sub.~~

Incharge. of
the department.

Date: 22/4/2023

Time: 3-4pm

Departmental meeting is held on at 12 Pm in the Botany lab. Head of the department of Botany lead the meeting.

All the faculty have participated and discussed regarding the action plan of semester, and distribution of the syllabus of IInd, IVth and VIth semester. and workload and resolved unanimously.

The workload of all semester have been divided as per the below table.

S.No	Name of the lecturer	Paper	Group, Year & Semester.
1	K. Sreelaxmi	cell biology, Plant physiology, cell biology & Genetics. Plant physiology	B2C II nd year IV semester B2C III year VI semester Paper - VII
2.	K. Nagarani	Gymnosperms, Taxonomy of Angiosperms. Ecology. Tissue culture & Biotechnology.	B2C I st year II nd semester B2C III year VI semester Paper - VIII

Members

- 1) K. Sreelaxmi
2) K. Nagarani

HO

Principal
TWR Department of Botany (G)
Maharaja's College

Date: 28/12/21

Time: 2-3pm

Today we have conducted a departmental meeting on Semester plan and, programs and various points.

Important points of the meeting are

- 1) Result analysis
- 2) Internal examination.
- 3) Students involvement into studies after corona period.
- 4) Remedial classes
- 5) Syllabus completion
- 6) Practicals
- 7) Revision of Imp. topics
- 8) Study hours
- 9) Semester examinations.

Members:-

1) K. Sreedharan - Secy.

2) K. Nagarani - K. Secy

Secy.

Head of the department

Date: 16/09/21

Time: 2.30 P.M.

As per the action plan of department of Botany, Incharge of the Botany department checked and verified the syllabus and work load distribution of Ist, IIIrd, E, Vth Semesters.

The work load of the semester have been divided as per the below time table.

S.No	Name of the lecturer	Paper	Year & Group.
1	K. Nagarani	Microbial diversity of Lower plants.	BZC I st year I semester.
		Anatomy and Embryology.	BZC II nd year III semester
		Biodiversity and Conservation.	BZC III year V semester

Members -

As per the action plan of Botany department a review analysis is prepared for the programs which are organized in the semester and various points are mentioned.

Important points noted are

- 1) Semester plan according to alomana
- 2) Internal exams
- 3) Remedial classes
- 4) Poster presentation at college level.
- 5) P₂ coaching
- 6) Student seminars
- 7) Flipped classes
- 8) Study hours
- 9) Syllabus completion
- 10) Conducting Practicals
- 11) Organizing extracurricular Programs
- 12) Student study project
- 13) Result analysis.

Members.

K. Nagarani - K.NOP

K.NOP
Sudhaga.

Date: 9/12/21
Time: 2.3 PM

Date: 10/11/20
 Page: 11

As per the action plan of Botany department, a review meeting is held in the Botany lab, at 2 PM on

In this review meeting syllabus and work load distribution for IInd, IVth and VIth sem. is mentioned.

The work load of the semester have been divided as per the below time table.

S.NO	Name of the Lecturer	Paper	Gr, Year & Semester
1	K. Nagarani	Gymnosperms, Taxonomy of Angiosperms & Ecology.	BZC II semester
		Cellbiology and Plant physiology.	BZC-2 nd year IV semester
		Tissue culture and Biotechnology.	BZC-3 rd year VI semester.

Members:-

K. Nagarani. K. N. S. J.

(Signature)
 Principal

(Signature)
 Incharge

Date: 04/04/2022
Time: 2-3 PM

As per the action plan a review analysis is done for the department of botany.

The following points are noted for the departmental review analysis.

- 1) Semester plan according to almanac.
- 2) Syllabus completion
- 3) Student Seminars.
- 4) PG coaching
- 5) Remedial classes.
- 6) Extra curricular activities
- 7) Internal examinations
- 8) Field trips
- 9) Practicals conduction
- 10) Slip test.
- 11) Semester examination planning
- 12) Preparing Important questions
- 13) Student study project
- 14) National science day celebrations
- 15

Members

K. Nagarani - K. Nay

K. Nay
In charge.

Date: 20/06/2022
Time: 2-3 PM

Departmental meeting is held on
Head of the department of Botany presided
the meeting.

All the faculty members of the department
discussed regarding the programs of semester.

The following points are discussed for the
meeting.

- 1) Steps to be taken for completion of
syllabus
- 2) Conducting remedial classes for the
slow learners
- 3) Completion of practical for all the
groups
- 4) Important questions for all semesters
- 5) conducting slip test & prefinals for
betterment.

Members.

K. Sreelaxmi - Sectt.
K. Nagarani - K. Neg.

~~Sectt.~~
Incharge.

Date: 04/08/22
Time: 2-3 pm

Departmental meeting is held in the month of 2022 in the botany lab. Head of the department of Botany presided the meeting.

Workload distribution for Ist, IIIrd & Vth semesters is discussed. Distribution of papers as per cadre strength is undertaken.

The following resolutions have been taken unanimously.

The workload of the semesters have been divided as per below time table.

S.NO	Name of the Lecturer	Paper	Group, Year semester
1)	K. Sreelaxmi	Anatomy & Embryology Environmental Studies	BZC-II year III semester For All 1 st years
2)	K. Nagarani	Microbial diversity of lower plants Biodiversity & Conservation	BZC-I year I semester BZC-III year IV semester

Members:-

K. Sreelaxmi - Sectt
K. Nagarani - H.O.D

Principal

TTWR Degree College (G)
Mahabubabad-506 101.

HOD

Date: 28/11/22
Time: 2-3 P.M.

A review meeting is held in the department of Botany by the faculty member and the meeting is lead by the head of department.

Important points discussed in the meeting are as following.

- 1) Semester plan according to university almanac.
- 2) Completion of syllabus.
- 3) Conducting practical as per time table
- 4) Internal examinations.
- 5) Slip tests for all groups of students
- 6) PG coaching for first & second year students
- 7) Remedial classes for slow learners
- 8) Science fair organization
- 9) Seminars, flipped classes, student projects
- 10) Field trip for students
- 11) Extracurricular activities.
- 12) Important questions for semester exams

Members

K. Sreelaxmi - Subt.

K. Nagarani - incharge

Subt.
Incharge

Date: 04/01/2023
Time: 2-3 Pm

Departmental meeting is held for the month of Jan 2023, in the botany lab at 2 Pm. The meeting is presided by the head of department of Botany.

All the faculty of the Botany department are participated in this meeting and discussed about the work load distribution for the IIIrd, IVth and VIth Semesters.

The following resolutions have been taken unanimously.

The work load for the semester is divided as per the below time table.

S.No	Name of the Lecturer	Paper	Gr, Year & Semester.
1)	K. Sreelaxmi	Cell biology & Plant Physiology	BZC-II year 4 th sem. Paper-4
		Tissue culture & Biotechnology	BZC-III yr 6 th sem Paper-6
	K. Nagarani	Gymnosperms, Taxonomy & Ecology	BZC-I yr II nd Semeste Paper-2

Members

K. Sreelaxmi - Secy

K. Nagarani - HOD

Principal

TTWR Degree College (G)
Mahabubabad-506 101

Date: 10/4/2021

Time: 2-3 PM

Today we have conducted ~~four~~ departmental meeting in Botany department. The meeting is held and lead by head of the department.

The following points have been discussed in the department meeting.

- 1) Semester plan according to the university calendar.
- 2) Result analysis
- 3) Remedial classes
- 4) PG coaching
- 5) Slip tests conducted
- 6) Internal exams
- 7) Study project
- 8) Study hours
- 9) Important questions prepared
- 10) Semester Examination

Members

1) K. Sreelaxmi - ~~Sub~~

2) K. Nagamani - ~~K. Nagamani~~

~~Sub~~

HOD

Date:

Time: 2-3PM

Departmental meeting is held on June 2023 at 2pm in staff meeting in staff room. Head of the department of Mathematics presided the meeting.

All the faculty members of the department discussed regarding workload of Ist, IInd and IIIrd semester is discussed.

The following resolutions have taken unanimously

The workload of the semester have been divided as per the below time table.

S.No	Name of the Lecturer	Paper	Year, Group & Semester
1)	K. Sreelaxmi	Microbial diversity and of Lower Plants - I unit	BZC-I - Year Sem - I
		Anatomy & Embryology PG classes	BZC-II. Year Sem - III
2)	K. Nagarani	Biodiversity & Conservation	BZC-III/4/ Sem - V
		Microbial diversity of Lower plants - II, III & IV unit	BZC - I yr
	K. Sreelaxmi	Environmental Studies	All I st years

members,

K. Sreelaxmi

K. Nagarani - K. N. S.P

[Signature]

Principal

TTWR Degree College (W), Mahabubabad - 506101

[Signature]

Head of the department.

Today we have conducted the departmental meeting in BOTANY Department. The meeting is held and lead by head of the department.

The following points have been discussed in the following meeting

- 1) Action plan for the academic year.
- 2) Syllabus distribution.
- 3) Conduction of practical classes.
- 4) Covering of syllabus.
- 5) PG classes, coaching and weekend tests.
- 6) Unit tests after unit completion.
- 7) Internal exams.
- 8) Field trips.
- 9) Study projects & Assignments.
- 10) Conducting special activities like
Ozone day, Plantation, Ecofriendly Ganesha.
- 11) NAAC related work.

Members

- 1) K. SreeLaxmi - ~~Subt~~
- 2) K. Nagarani - ~~Head~~

~~Subt~~
Incharge
K. SreeLaxmi

Date: 21/12/23
Time: ~~8 PM~~
3.30 PM

Today we have conducted departmental meeting in Botany department. The meeting is held and lead by the head of the department.

The following points have been discussed in the meeting.

- 1) Completion of syllabus & Practicals.
- 2) Internal exams conduction.
- 3) Conducting Prefinal exam.
- 4) Identifying slow learners & conducting remedial classes.
- 5) Student seminars.
- 6) Study hours.
- 7) Slip tests, and important questions.
- 8) Assignments for students.
- 9) update of departmental registers.
- 10) PG coaching classes.
- 11) Semester exams & Preparation.
- 12) Environment studies paper for all first years

Members

- 1) K. Sreelaxmi - ~~Secy~~
- 2) K. Nagamani - ~~Asst Secy~~

Incharge

~~Secy~~