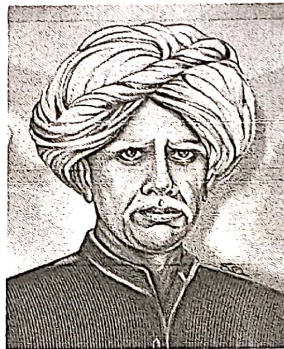


**S.K.V.T.GOV'T DEGREE COLLEGE**

**RAJAHMUNDRY**

**DEPARTMENT OF ZOOLOGY**



**DEPARTMENT MINUTES MEETING**

**REGISTER**

**2025 – 2026**

## Meeting - 28

A meeting is to be held to discuss about the following concerns.

### Agenda :-

- (1) Review of the syllabus coverage for the current semester
- (2) Planning and allocation of class work for UG.
- (3) Discussion on academic calendar and internal assessment schedule.

### Staff members present :-

- (1) Sri K. Satyanarayana - Head, Department of Zoology
- (2) Sri. M. K. Viswanadham - Lec - in - Zoology.

### Minutes of Discussion :-

#### (1) Syllabus Review :-

The head, Department of Zoology reviewed the progress of syllabus coverage for the current academic year.

(2) Faculty member informed that syllabus for semester - II and V<sup>th</sup> (UG)

#### (2) Class work Allotment :-

(1) workload for each faculty was discussed and finalized

(2) practical classes were reorganised to ensure adequate lab exposure and continuous evaluation.

(B) M.K. Viswanadham sir suggested conducting a bridge course for newly admitted UG students to strengthen fundamentals.

### III. Academic calendar & Assessments :-

(i) It was decided that the first internal Assessment would be conducted in the last week of Sept- 2025.

(ii) The second internal Assessment will be scheduled in November - 2025.

(iii) Faculty members agreed to conduct extra classes to compensate for any loss of instructional hours.

### IV. Other matters :-

(i) proposal for organizing a Guest lecture / workshop on National tiger day. was approved.  
and National biodiversity day was approved.

(ii) Faculty agreed to form a committee for departmental activities and extension programs.

### Action taken Report :-

S.No.	Resolution	Action taken	Status
1	Syllabus review	Suggestions collected	Completed.
2	conduct Ob class work	Revised timetable implemented	ongoing.
3	Internal assessment - 3	Schedule finalized	ongoing
4	Guest lecture proposal	committee formed date to be finalized	

## Resolutions.

The department members meet at 11. AM in department of zoology and made the following.

1. It is Resolved to the each faculty member will review the syllabus of their respective papers and submit suggestions to the head of the department.
2. It is Resolved the conducting of internal assessment I & II assessments.
3. It is Resolved the conducting of Guest lectures.
- (4) Resolution for conducting of class work.

1) K. Satyinarayanan  
R3-7-R5

B. V. S. Prasad  
Principal  
S.K.V.T. Government Degree College  
Rajamahendravaram-533 103.  
East Godavari Dist, A.P. India  
28/11

2) M. Hari Sumanadham

## Meeting - 19.9

A meeting is to be held to discuss about the following concerns.

### Agenda:

1. Review of syllabus coverage for odd semester 2025

2. Action taken Report on previous meeting decisions

3. Discussion on academic and co-curricular activities

4. Planning and resolutions for the next review period.

### 1. Syllabus coverage (as on 9-9-25)

\* B.Sc zoology sem - II. 65% syllabus completed  
practical classes ongoing.

\* B.Sc zoology sem - II 68% syllabus completed  
poultry farming management portion to be covered by end of september.

\* Bridge and Remedial classes conducted regularly for slow learners.

### 2. Action taken Report (from previous meeting)

Issue discussed	Action taken	Remarks
low attendance in UG sem - III	mentorship program started. attendance improved by 15%.	To continue.
Proposal for guest lecture	on guest lecture conducted on Bio-technology	positive feedback from students.

## Resolution passed.

1. All faculty to complete remaining syllabus by 30<sup>th</sup> September 2025
2. Internal assessment tests to be conducted in the first week of November - 2025 (second internal test)
3. Faculty to upload teaching plans and attendance records regularly.
4. Initiate field visit proposal to the local poultry Farm by end of semester - 7<sup>th</sup> students &

(1) K. Satyanarayana

9-9-25

B. V. V. Jayaram

Principal  
S.K.V.T. Government Degree College  
Rajamahendravaram-533 103.  
East Godavari Dist. A.P. India

(2) M. Kasi Viswanadharam

(3) N. Ashok

A meeting is to be held to discuss about the following concerns.

### Agenda :-

1. Discussion on course Outcomes (Cos) program outcomes (pos), and specific outcomes for 1<sup>st</sup> year, 1<sup>st</sup> semester students and 1<sup>st</sup> year zoology and biotechnology students.
2. syllabus discussion and syllabus completion status.
3. conduct of First mid-semester examinations may be December month 3<sup>rd</sup> week, 1<sup>st</sup> mid 1<sup>st</sup> sem and 1<sup>st</sup> sem students.
4. Review of Final year students six month interim step.
5. Review of student attendance and examination results.

### Action taken Report (ATR) :-

Agenda	Resolution	Action taken
1. cos, pos, & spos outcomes	Approved for 1 <sup>st</sup> year, 1 <sup>st</sup> sem & 1 <sup>st</sup> Sem	co-po mapping prepared and shared with faculty & students.
2. Syllabus completion	complete syllabus before 1 <sup>st</sup> mid	syllabus completion plan circulated to all zoology faculty.
3. First mid examinations	conduct as per schedule conduct in may be December 3 <sup>rd</sup> week.	Examination timetable per preparing.

## Resolution passed,

1. The CO's, PO's and Specific Outcomes were approved unanimously.
2. It was resolved that the prescribed syllabus shall be completed before the pre-mid-semester examinations.
3. The pre-mid-semester examinations will be conducted after completion of the required syllabus as per the academic calendar.
4. It was resolved to conduct the pre-mid exam. 1st year & second year of them may be in December 3rd week as per college guidelines.
5. It was resolved the students were instructed to maintain regular communication with their internship guides and submit progress reports on time.
6. It was resolved that the students with low attendance and poor academic performance will be counseled for improvement.

Signature of the faculty members.

1. K. Satyanarayana  
26/11/25

2. M. Hari Venkatesh  
26/11/25

3. N. Bhar  
26/11/25

B.V. J  
Principal  
S.K.V.T. Government Degree College  
Rajahmendravaram-533 103.  
East Godavari Dist., A.P. India

## DEPARTMENTAL MEETING MINUTES

Department: Zoology

Institution: S.K.V.T. Government Degree College, Rajahmundry

Date: 01-11-2025

### Members Present:

1.K.Satyanarayana.incharge of department

2.M.Kasi Viswanadham .

3.N.Ashok.

### Agenda

1. To discuss the implementation of a Bridge Course for newly admitted first-year students.
2. To identify the basic knowledge gaps among students in Zoology.
3. To prepare a schedule and syllabus for the Bridge Course.
4. To assign faculty members to conduct the Bridge Course sessions.
5. To discuss evaluation methods for assessing students' understanding.

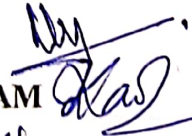


### Discussion


The department conducted a meeting on **01-11-2025** to discuss the necessity of organizing a **Bridge Course For first-year B.Sc. Students**. Faculty members observed that many students come from diverse educational backgrounds and lack basic understanding of fundamental biological concepts.

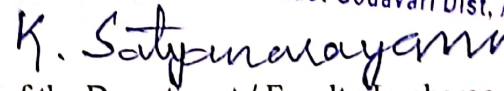
It was suggested that a Bridge Course should be conducted to strengthen students' foundation in topics such as **Basic Biological Terminology, Cell Structure, Classification Of Animals, And Introductory Zoology Concepts**. This program will help students adjust to the undergraduate curriculum effectively.

### Resolutions Passed

1. It was unanimously resolved to conduct a **Bridge Course for first-year B.Sc. students**.
2. The course will begin from **01-11-2025** and will cover **Basic zoological concepts and scientific terminology**.
3. The duration of the Bridge Course will be **one week**.
4. Faculty members of the department will handle the classes according to the schedule prepared by the department.
5. At the end of the course, a **short assessment/test** will be conducted to evaluate the students' understanding.

- 1) K.SATYANARAYANA. 
- 2) M.KASI VISWANADHAM 
- 3) N.ASHOK 

  
Signature OF THE PRINCIPAL  
Principal  
S.K.V.T. Government Degree College  
Rajahmendravaram-533 103.  
East Godavari Dist, A.P. Indi.

  
Head of the Department / Faculty In-charge  
Department of Zoology  
S.K.V.T. Government Degree College  
Rajahmundry

01-11-25



**S.K.V.T. Government Degree College, Rajahmundry**

**Department of Zoology**

**Department Minutes – Resolution Copy  
Field Trip / Field Visit**

**Date:** 18 September 2025

**Time:** 10:00 AM

**Venue:** Department of Zoology

A departmental meeting of the Zoology Department was conducted on **18-09-2025** to discuss and finalize the arrangements for a **field trip to Dhavaleswaram** and a **field visit to Vasudeva Poultry Farm** for the benefit of B.Sc. Zoology students.

**Agenda**

1. To organize a field trip for Zoology students.
2. To provide practical exposure to poultry farm management and poultry production.
3. To observe poultry breeds, feeding practices, housing systems, and disease management.
4. To enhance students' understanding of applied zoology and animal husbandry.

**Resolution**

After detailed discussion, the following resolutions were passed:

1. The department resolved to organize a **field trip on 18-09-2025 to Dhavaleswaram.**
2. The students will visit **Vasudeva Poultry Farm** to study poultry farming practices.
3. Final year **B.Sc. Zoology** students will participate in the field visit under the guidance of department faculty members.
4. During the visit, students will observe **different poultry breeds, feeding methods, poultry housing systems, and disease control practices.**
5. The visit aims to provide **practical knowledge related to poultry management, breeding, and commercial poultry production.**
6. The department will obtain **prior permission from the Principal** and ensure proper arrangements for student safety and transportation.

The meeting concluded with thanks to the chair.

**Head of the Department.**

*K. Satyanarayana* 18/9/25

S.K.V.T. Government Degree College, Rajahmundry  
Department of Zoology

Head of the Department of Zoology  
S.K.V.T. GOVERNMENT COLLEGE  
RAJAMAHENDRAVARAM.

B. V. J. Principal  
18 Sep  
2025

# DEPARTMENT OF ZOOLOGY

S.K.V.T. Government Degree College

## DEPARTMENT MINUTES & RESOLUTION

### Meeting Details

- **Date:** 08-10-2025
- **Time:** 2:00 PM
- **Venue:** Department of Zoology

### Members Present

- **Sri K. Satyanarayana**, In-charge, Department of Zoology
- **Sri M. Kasi Viswanadham**, Lecturer in Zoology
- **Sri N. Ashok**, Lecturer in Zoology

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### Agenda

1. Conduct of Quiz Competition on Immunology
2. Organization of Essay Writing Competition on Immunology

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### Resolutions Passed

#### 1. Quiz Competition on Immunology

It was resolved to conduct a **Quiz Competition on Immunology** for undergraduate students.

- **Date of Event:** 09-10-2025
- **Objective:**
  - To enhance student knowledge in immunology
  - To promote scientific thinking and competitive spirit
- **Responsibility:**
  - Organized under the supervision of Sri K. Satyanarayana
  - Supported by Sri M. Kasi Viswanadham and Sri N. Ashok

## 2. Essay Writing Competition on Immunology

It was resolved to organize an **Essay Writing Competition on Immunology**.

- **Date of Event:** 10-10-2025
- **Objective:**
  - To develop scientific writing skills
  - To encourage deeper understanding of immunological concepts
- **Themes Suggested:**
  - Immune system and human health
  - Role of vaccines
  - Autoimmune diseases

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### Outcome (Expected)

- Improved student awareness in immunology
- Enhanced analytical and writing skills
- Active participation in academic activities


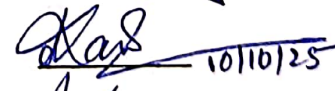
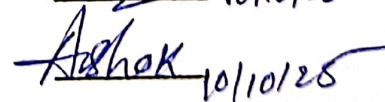
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### Conclusion

The meeting concluded with all members agreeing to ensure smooth conduct of both activities and active student participation.

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### Signatures

Name	Designation	Signature
Sri K. Satyanarayana	In-charge, Dept. of Zoology	 10/10/25
Sri M. Kasi Viswanadham	Lecturer in Zoology	 10/10/25
Sri N. Ashok	Lecturer In Zoology	 10/10/25

**S.K.V.T. GOVERNMENT DEGREE COLLEGE, RAJAHMUNDRY  
DEPARTMENT OF ZOOLOGY**

**DEPARTMENT MINUTES & RESOLUTION COPY**

**On the Occasion of International Tiger Day Activity**

**Date of Event:** 6th July 2025

**Venue:** College Campus

**Meeting Details**

A departmental meeting was conducted by the Department of Zoology in coordination with the Department of Botany to organize and execute activities related to **International Tiger Day**. The meeting focused on wildlife conservation awareness, specifically on tiger protection.

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**Dignitaries Present**

- **Chief Guest:** Dr. B.V. Thirupanyam, Principal
- **Vice Principal & IQAC Coordinator:** Dr. Y. Swarna Sri
- **Faculty In-Charge:** Sri K. Sathyanarayana
- **Organizing Faculty:** Sri M. Kasi Viswanadham, Lecturer in Zoology
- **Supporting Faculty:** Sri Ashok (Lecturer in Zoology)

**Agenda of the Meeting**

1. To organize awareness activities on International Tiger Day
2. To promote conservation of tigers among students
3. To involve students in academic and creative participation
4. To release a departmental magazine on tiger conservation

**Resolutions Passed**

After detailed discussion, the following resolutions were unanimously approved:

1. **Conduct of Awareness Program:**  
It was resolved to conduct an awareness program on 6th July 2025 highlighting the importance of tiger conservation and biodiversity protection.
2. **Student Participation:**  
It was decided to actively involve students of Zoology and Botany departments in awareness activities, discussions, and presentations.
3. **Magazine Inauguration:**  
The department resolved to prepare and release a special magazine titled "*Save Tigers*" focusing on tiger ecology, threats, and conservation strategies.



**2. Student Participation:**

It was decided to actively involve students of Zoology and Botany departments in awareness activities, discussions, and presentations.

**3. Magazine Inauguration:**

The department resolved to prepare and release a special magazine titled "*Save Tigers*" focusing on tiger ecology, threats, and conservation strategies.

**4. Guest Address:**

The Principal, Dr. B.V. Thirupanyam, was invited as Chief Guest to address students on environmental responsibility and wildlife conservation.

**5. Coordination and Execution:**

The overall coordination of the program was entrusted to Sri K. Sathyanarayana, Sri M. Kasi Viswanadham, and Sri Ashok.

Prepared By:

K. Sathyanarayana  
6/7/25,

Department of Zoology

Approved By:

Principal  
S.K.V.T. Government Degree College  
Rajahmundry