

**S.G.S ARTS COLLEGE TIRUPATHI
DEPARTMENT OF ZOOLOGY
STAFF MEETING**



Date: 02-11-2022.

Minutes of the first staff meeting for the Academic year 2022 - 2023 held in the room of Head of Department at 10:30 am on 02-11-2022.

Discussed the following activities of this semester as follows :

1. Distribution of syllabus to be completed
2. Allotment of the classes and Timetable to be followed
3. Distribution of the Academic schedule

The matter is discussed, and all the faculty members unanimously decided to follow accordingly

S.NO	NAME OF THE LECTURE	SIGNATURE
1.	S.N. Shameer	
2.	B. Ravi	



HEAD
Department of Zoology
S.G.S. Arts College
TIRUPATI-517 501

S.G.S ARTS COLLEGE TIRUPATHI
DEPARTMENT OF ZOOLOGY
STAFF MEETING

Date : 04-01-2022.



The second staff meeting for the academic year 2022 - 2023 as held in the room of the Head of the Department at 3 pm on 04-01-2022 to discuss the first internal assessment for III & V Semester of II and III year degree courses.

AGENDA :

1. Question paper setting
2. Posting of Marks.

The matter is discussed, and all the faculty members have unanimously decided following resolution strictly as follows :

1. B.Ravi is assigned to set the first-year question paper.
2. S.N.Shameer is assigned to set the second year I internal exam paper.

S.NO	NAME OF THE LECTURE	SIGNATURE
1.	S.N. Shameer	
2.	B.Ravi	



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S.G.S ARTS COLLEGE TIRUPATHI
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STAFF MEETING

Date : 03-03-2023.

The third staff meeting for the academic year 2022 - 2023 was held in the room of Head of the Department at 11 am on 03-03-2023 under the guidance of HOD of Zoology.



All faculty members met and discussed the second internal assessment for III & V semester of II and III year Degree courses.


AGENDA :

1. Question paper setting
2. Posting of Marks.
3. Monitoring of Exams and distribution of Question papers.

The matter is discussed, and all the faculty members who met here unanimously bound to follow the assignment (Resolution)

1. B.Ravi is assigned to set the second-year III semester question paper
2. B.Ravi is proposed to set the V year Examination paper
3. S.N.Shammer, HOD will distribute the question paper and monitor the exam
4. B.Ravi will be post the marks in the register

S.NO	NAME OF THE LECTURE	SIGNATURE
1.	S.N.Shameer	
2.	B.Ravi	


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**S.G.S ARTS COLLEGE TIRUPATHI
DEPARTMENT OF ZOOLOGY
STAFF MEETING**



Date : 15-03-2023.

Minutes of the first staff meeting for the Academic year 2022 - 2023 held in the staff room of zoology at 10:30 am on 15-03-2023.

Discussed the following activities of this semester as follows :

1. Distribution of syllabus to be completed
2. Allotment of the classes and Timetable to be followed

The matter is discussed, and all the faculty members unanimously decided to follow accordingly

S.NO	NAME OF THE LECTURE	SIGNATURE
1.	S.N.Shameer	
2.	B.Ravi	

The minutes were approved by the following faculty members and issued by the Head of the Department of Zoology.



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**S.G.S ARTS COLLEGE TIRUPATHI
DEPARTMENT OF ZOOLOGY
STAFF MEETING**

Date : 23-03-2023.



The second staff meeting for the academic year 2022-2023 was held in the room of Head of the Department at 3 pm on 23-03-2023 to discuss the first internal assessment for IV & VI semester of II and III year degree courses.

AGENDA :

1. Question paper setting
2. Posting of Marks.

The matter is discussed, and all the faculty members have unanimously decided following resolution strictly as follows :

1. B.Ravi is assigned to set the second-year question paper.
2. B.Ravi is allotted to posting of the marks.
3. S.N.Shameer assigned to set the final year question paper.

S.NO	NAME OF THE FACULTY	SIGNATURE
1.	S.N.Shameer	
2.	B.Ravi	



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S.G.S ARTS COLLEGE TIRUPATHI
DEPARTMENT OF ZOOLOGY
STAFF MEETING

Date : 03-04-2023.

The third staff meeting for the academic year 2022-2023 was held in the room of Head of the Department at 11 am on 03-04-2023 under the guidance of HOD of Zoology.



All faculty members met and discussed the second internal assessment for IV & VI semester of II & III-year Degree courses.

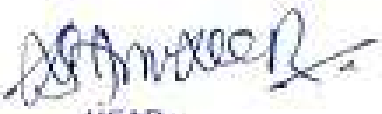
AGENDA :

1. Question paper setting
2. Posting of Marks
3. Monitoring of Exams and distribution of Question papers

The matter is discussed, and all the faculty members who met here unanimously bound to follow the assignment (Resolution)

1. B.Ravi is assigned to set the second-year IV semester question paper.
2. B.Ravi is proposed to set the III year VI semester question paper.
3. S.N.Shammer, HOD will distribute the question paper and monitor the exam.
4. B.Ravi is allowed to posting the marks in the register.

S.NO	NAME OF THE FACULTY	SIGNATURE
1.	S.N.Shameer	
2.	B.Ravi	


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