



VEERASAIVA VIDYAVARDHAKA SANGHA

Smt. Allum Sumangamma Memorial College for Women

Sri Togari Veerappanavara Datti Avarana, Allum Sumangamma Road, Gandhinagar, Ballari - 583103.

Telephone: 08392-256756, Fax: 08392-257624.

Affiliated to Karnataka State Akkamahadevi Women's University, Vijayapura.

(Accredited by NAAC with 'B' Grade in Third Cycle)*

Website: www.smtasmc.org, E-mail: smtasmc@gmail.com

Department of Zoology

Department Minutes Book

(Staff meeting Circulars and Proceedings)

2022-23

Date: 10-10-2022

The staff members of department of Zoology are hereby informed to attend department staff meeting to discuss on the following agenda

Agenda -

- ①. preparation of apt. timetable for year 2022-23. I, III and IV Semester.
- ②. Distribution of Syllabus.
- ③. preparation of Lesson plans.
- ④. preparation of Seminars and projects lists and allotment to students.
- ⑤. preparation of calendar events & departments.
- ⑥. Staff verification of the department.
- ⑦. Preparation Review & ^{new} MEP Syllabus for III & IV Semesters.

① D. S. S. S.

② [Signature]

③ Laxman

④ [Signature]

D. S. S. S.
Head of the Department of Zoology
Smt. A.S.M. College for Women,
Ballari-583103.

Department of Zoology
Smt. A.S.M. College for Women,
Ballari-583103

Department of Zoology - Staff Meeting

Proceedings of First meeting held on 14/12/2023

- ① The departmental Tim Table for 1. 12. 2023 is prepared.
- ② The syllabus distributed among the faculty members.
- ③ Lesson plans are prepared as per calendar events.
- ④ Projects and Seminars allotment is made.
- ⑤ Decided visiting the department store and prepare the list of things to be purchased before 10 days.
- ⑥ Syllabus inspection is made.
- ⑦ Decided to follow the calendar of work of same college & universities. to complete the syllabus and other activities as per department.

Head of the Department of Zoology
Smt. A.S.M. College for Women
Ballari-583103

1. [Signature]

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[Signature]
Head of the Department of Zoology
Smt. A.S.M. College for Women,
Ballari-583103.

All the staff members of Department Zoology are hereby informed to attend the meeting on 29/11/2022 in dept. Staff room to discuss about the Review of Syllabus completed, Conducting End Internal Assessment from 8/12/2022 to 10/12/2022, Assignments, Seminars and Project Reports progress, organizing events in the year 2022-23. etc.

[Signature]

Head of the Department

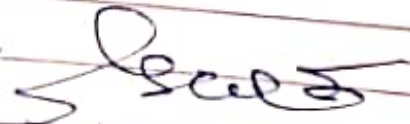
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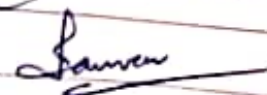
Proceedings of the meeting held on 29/11/2022


The following resolutions are adopted in the meeting held on 29.11.2022.


- ① It is discussed about the syllabus content and study material for students to be given with in the time interval after completion of each topic.
- ② It is decided to prepare and submit internal assessment Q.P.S. or P.T.O.
- ③ The review is made about Assignments and projects submitted by the students.
- ④ preparation of Question Bank for AEP Batch Students.
- ⑤ preparation of lab manuals for AEP programmes.

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Head of the Department of Zoology
Smt. A.S.M. College for Women
Ballari-583103.

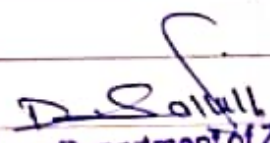
Staff meeting - Circular dt. 4/5/2023
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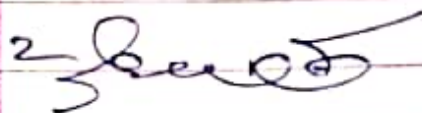
The staff members of department of Zoology are hereby informed to attend Department staff meetings to discuss on the following agenda.

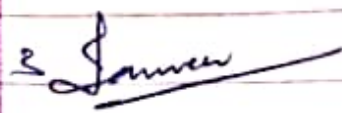
Agenda :-

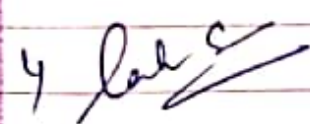
1. Preparation of Department timetable for year 2022-23 II, III & IV sem.
2. Distribution of Syllabus
3. Preparation of Lesson Plan.
4. Preparation of seminar and projects lists and allotment of students.
5. ~~Preparation of~~ stock verification of Dept^{the}.
6. Attending university valuation duty.
7. Conducting of World Environment Day.
8. Review of I, III & IV sem question papers.
9. preparation of Question Bank for II, III & IV sem.

Head of the Department of Zoology
A.S.M. College for Women,
Ballari-583103


Head of the Department of Zoology
A.S.M. College for Women,
Ballari-583103.

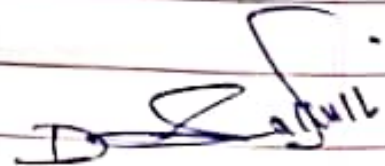
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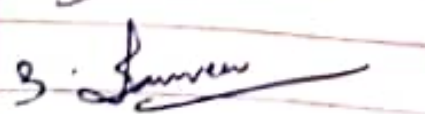
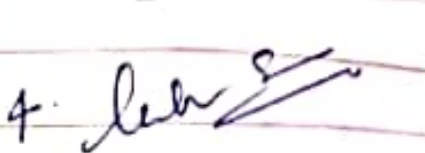
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Proceedings of Meetings held on 15/5/23

- ① Time table for II, IV and V Semesters prepared.
- ② Lesson plans for all papers is prepared.
- ③ Syllabus distributed among 4. Staff members
- ④ Decided to celebrate world environment day on 7/6/2023.
- ⑤ Decided to attend the evaluation duty from 29/5/2023.
- ⑥ Decided to prepare questions bank for II, IV & V Semesters as per university QP. Model.



Head of the Department of Zoology
Smt. A.S.M. College for Women
Hillari-593103.

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Department Staff Meeting No: 4.

Date =

CIRCULAR. Dt: 05/08/2023.

The Staff members of the Zoology department are hereby informed to attend the meeting in Department Staffroom to discuss about the syllabus completed, students performance in internal assessment, conducting Second T.A. and practical examinations for Ist, IInd and IIIrd Semester of Academic year 2022-23, verification departmental store, and any other matters related to department.

Date

Time -

P. Raju

① Dr. Raju

② Dr. Suresh

③ Dr. Jagan

④ Dr. S. V.

Academic Year 2022-23
Proceedings of the Meeting held on
date: 05/08/2023

The departmental meeting is conducted on 05/08/2023 at 12:50 pm in the department of Zoology staff room. The following resolutions are adopted.

- ① Revised Completion Syllabus for the I, II and III Semester.
- ② The performance of students in internal assessments was analysed, and decided to take care of students whose performance is not upto the mark.
- ③ Preparations of practical examination was assigned to staff members.
- ④ Finalization of internal assessment mark should be completed and uploaded in the DDCMS and Logistics portal was assigned.
- ⑤ The department office verification to be undertaken and completed by 10/08/2023.

① D. Singh

D. Singh

② S. Singh

③ S. Singh

④ S. Singh



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Department of Zoology

Department Minutes Book

(Staff meeting Circulars and Proceedings)

2021-22

Department of Zoology

Staff meeting circular - 18/10/2021.

All the Staff members of Zoology department are hereby informed to attend meeting on 18/10/21 to discuss about the work distribution, Timetable preparation, Syllabus as per NEP, Syllabus lesson plan for the academic year 2021-22.

D. [Signature]

Signature of HOD

Head of the Department
Smt. A.S.M. College for Women
BALLARI-583-103.

1. [Signature]

2. [Signature]

3. [Signature]

Proceedings

- ① Department Timetable is prepared as per the college Timetable -
- ② Syllabus distributed among four staff members.
- ③ Work load distributed as per the Timetable
- ④ Discussed about purchase of new lab materials as per new syllabus.
- ⑤ Discussed about preparation of study material and lab manuals for the year 21-22

1. [Signature]

2. [Signature]

3. [Signature]

D. [Signature]

Signature of HOD.

Head of the Department of Zoology,
Smt. A.S.M. College for Women
BALLARI-583-103

Department of Zoology
2 - Circular - Staff Meeting . 22/12/2021

The staff members of Dept. of Zoology are hereby informed to attend the meeting on 22/12/2021 to discuss about review of syllabus, practicals and conducting theory first internal assessment test and practical internal assessment for B.Sc I, IV, and V Semesters and organising Seminars for students.

Signature of staff .

- ① [Signature]
- ② [Signature]
- ③ [Signature]

[Signature]

Signature of HOD.

Head of the Department of Zoology,
Smt. A.S.M. College for Women
BALLARI-583-103.

ZOOLOGY
DATE _____ PAGE _____

Proceedings of Meeting held on 22/12/2021.

- ① Review of Syllabus completed and resolved to take necessary steps to complete syllabus.
- ② Resolved to conduct First internal Assessment in the last week of December 2021.
- ③ The staff members are informed to prepare Question papers for their next internal assessment test.
- ④ It is resolved to conduct practical internal assessment tests in second week of Jan-2022. For II and III Semesters and third week for B.Sc I Semester.

① D. S. Raju

Head of the Department of Zoology,
Smt. A.S.M. College for Women
BALLARI-583 103

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④ Shi

Department of Zoology

3. CIRCULAR - Staff meeting

DATE 24/02/2022

All the Staff members of Zoology department are hereby informed to attend staff meetings on 14.2.2022. to discuss about completion of syllabus for I, II, & III Semesters, analysis of performance of students in I.A Tests, & submission of I.A marks to the College -

Staff Members:

1. [Signature]

2. [Signature]

3. [Signature]

Head of the Department of Zoology,
Smt. A.S.M. College for Women
BALLARI-583 103.

Head of the Department of Zoology,
Smt. A.S.M. College for Women
BALLARI-583 103

Department of Zoology
Staff meeting
proceedings of the meeting held on 14.2.2022

- ① Internal marks allotted to the students reviewed in the meeting and finalized the results.
- ② Students performance in IA tests is analysed and discussed about improvement of students who are not performed well in the IAs.
- ③ Syllabus for the I, II, III Semesters is completed by all the staff members with out any topics left.

④

Signatures

① D. Srinivas HOD Dept. of Zoology

② [Signature] Head of the Department of Zoology,
Smt. A.S.M. College for Women
BALLARI-583 103

③ [Signature]

④ [Signature]

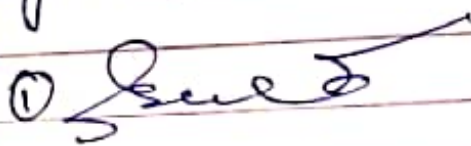
4. CIRCULAR - Staff Meeting

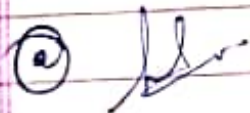
Date: 02/05/2022

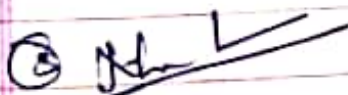
All the staff members of Dept of Zoology are hereby informed to attend the meeting on 02/05/2022 at time 12:00 am to discuss about the following agenda.

- ① Distribution of syllabus for Even Semester
- ② Distribution of work load.
- ③ Lesson plan preparation.
- ④ ~~Faculty~~ Organisation of Spl. lecture.
- ⑤ Celebration of world Environmental day.

Signature of Staff.

① 

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③ 



Head of the Department of Zoology,
Smt. A.S.M. College for Women
BALLARI-583 103.

Proceedings of the Meeting held on 02/05/2022

- ① Syllabus distribution among the four staff members.
- ② Decided to celebrate "World Environment Day" on 05-06-2022.
- ③ Discussed on distribution of workload.
- ④ Lesson plan for all papers is prepared.
- ⑤ Discussed to conduct special lectures.

Signature of the Staff

① DS

② Seena

③ Laxmi

④ Let



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DEPARTMENT OF ZOOLOGY

Department Minutes Book

Academic Year 2020-21



All the Staff members of the department are hereby informed to attend meeting to discuss about commencement of classes, syllabus distribution, timetable allotment for the year 2020-21 for I, II and III Semester.

To discuss about implementation of Covid-19 mandatory protocol for students and staff in the department.

Date: 18/11/2020

Time: 10:30 am

A. S. Raju

1 ~~Smt. A.S.M. College for Women~~ Head of the Department of Zoology
Smt. A.S.M. College for Women
BALLARI-583 103

2 h.s.v.

3 N.L.

4

Staff Meeting

Staff Meeting - Proceedings

Date: 18-11-2020. Time: 10-30.

Department of English
P.M. A.S.M. College for Women
GALLAXI 283 103

The staff members of Dept of Zoology are informed to attend meeting on 03/02/2021 at 10:30. in Dept. staff room. to discuss about the following Agenda.

- AGENDA.
- ① Review of Syllabus completion
 - ② Conducting the IIA tests.
 - ③ Analysis of IIA marks and entry of marks.
 - ④ Verification of Departmental Stock and specimens.

Date: 03/02/2021

Time: 10:30 am.

Signature of the Staff

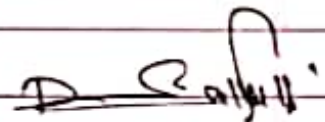
Head of the Department of Zoology,
Smt. A.S.M. College for Women
BALLARI-583 103

- ①
- ②
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All the Staff members of Zoology Department are hereby informed to attend staff meeting to discuss about the following agenda on 10.05.21 in Department of Zoology, Staffroom, at 8. am.

AGENDA

- ① Distribution for Even Semester classes.
- ② Time table distribution.
- ③ I, II & III Semester Result analysis.
- ④ Assignment of Projects & Assignments to Students.
- ⑤ Revision on Departmental Store.
- ⑥ Conducting online classes due to Covid 19 lockdown.



Head of the Department of Zoology,
Smt. A.S.M. College for Women
BALLARI-583 103

Staff Signature

- ① 
- ② 
- ③ 

Department of Zoology
Staff Meeting 26/07/2021.
Circular IV DATE PAGE
May. 2021

All the Staff members are hereby informed to attend meeting to be held in Dept. of Zoology in even 26.07.2021. to discuss about
• Revisions - or Syllabus, work load distributing preparation of Lesson plans, for conduct or online classes for II, IV, and V Semesters,
conducting online TA tests, distribution of Project Topics.

Signature of Staff Members.

1)

Head of the Department of Zoology,
Smt. A.S.M. College for Women,
BALLARI-583 103

2)

3)

Department of Zoology
Circular V Staff Meeting
25/08/2021.

Staff members of zoology department are hereby informed to attend meeting on 25/08/2021 regarding 'Discussion on Syllabus Completion, Internal Assessment Syllabus, QP setting and conducting practical examination.'

- ① Shree S
- ② h.v.
- ③ N.L.

D. Sainth

Head of the Department of Zoology,
Smt. A.S.M. College for Women
BALLARI-583 103

proceedings.

Review of Syllabus completed for the year 20-21.

Qp. for PA examination was prepared. Discussed about preparation of laboratory for conducting practical examination.

- 1 Shree S
- 2 h.v.
- 3 N.L.

D. Sainth

Head of the Department of Zoology,
Smt. A.S.M. College for Women
BALLARI-583 103

Veerasaiva vidyavardhaka Sangha

SMT. ALLUM SUMANGALAMMA MEMORIAL COLLEGE FOR WOMEN,

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DEPARTMENT OF ZOOLOGY

Department Minutes Book

Academic Year 2019-20



CIRCULAR - STAFF MEETING.

Dt: 10.06.2019.

All the Staff members of Zoology Department are hereby informed to attend the Staff meetings in Department Staff Room. discuss about 2019-20 academic year activities such as I, III & V Semester time table preparation, syllabus distribution, preparation of lesson plans, project work for students.

Date: 12.06.2019. Time: 8:00 am.

D. Subli

Head of the Department of Zoology
Smt. A.S.M. College for Women
BALLARI-583 103

- ① D. Subli
- ② H. H.
- ③ B. B.
- ④ N. L.

Proceedings

- ① Syllabus distribution.
- ② Time table prepared.
- ③ Lesson plans prepared.
- ④ project work supervision Assigned to staff
- ⑤

D. Subli

Head of the Department of Zoology
Smt. A.S.M. College for Women
BALLARI-583 103

- 1 D. Subli
- 2 H. H.
- 3 B. B.
- 4 N. L.

Date: 21/8/2019

All the staff members are hereby informed to attend meeting in department staff for setting of question papers for first internal assessment, review of syllabus completed for first internal assessment. progress of project & work assigned to students, and result analysis of year 2018-19 II, IV & V Semester results. Date: 3/8/2019.
Time = 10.30 am.

1. D. Lakshmi
2. M. S.
3. B. S.
4. M. S.

Head of the Department of Zoology
Smt. A.S.M. College for Women
BALLARI-583 103

Proceedings

- ① Syllabus completed as per the lesson plan
- ② Question papers for first internal assessment are prepared.
- ③ project work progress is analyzed.
- ④ Result analysis of II, IV, V Sem - 2018-19 is carried out.
- ⑤ The students whose performance is poor are listed to take care for their improvement.

All the Staff members are hereby informed to attend meeting in the Department Staff-room on 19.9.2019 at 2.30 pm. to discuss about Second theory internal assessment and practical I.A. Tests, Syllabus, Students performance in 1st Internal Assessment, ^{projects & projects} and Seminars assigned to Students etc.

- 1 D. S. ...
- 2 H. S. ...
- 3 B. S. ...
- 4 H. S. ...
- 5

D. S. ...

Head of the Department of Zoology
Smt. A.S.M. College for Women
BALLARI-583 103

Proceedings

- ① Setting of question papers for theory and practical I.A.
- ② Students performance analyzed.
- ③ Reviewed progress of projects & Seminars
- ④ Revision of Syllabus Completed

- ① D. S. ...
- ②
- ③ B. S. ...
- ④ H. S. ...
- ⑤ H. S. ...

All the staff members of Department are here by intromed to attend staff meeting in the department staffroom. to review the syllabus completed, or students performance in second internal test, practical test and preparation of internal assessment marks list and Certification of Research projects

- 1 [Signature]
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[Signature]
Head of the Department of Zoology
Smt. A.S.M. College for Women
BALLARI-583 103

proceedings :

- ① Syllabus for I, II & III Semester is completed.
- ② Performance of students in I.A. Test is analysed
- ③ Internal marks lists are prepared.
- ④ Certification for projects and Research is discussed and completed.

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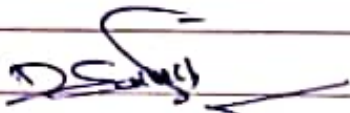
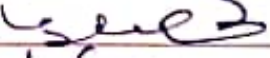


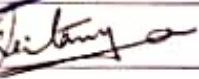
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Head of the Department of Zoology,
Smt. A.S.M. College for Women
BALLARI-583 103

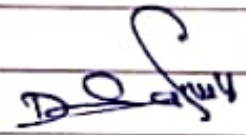
CIRCULAR-V

All the staff members of Zoology Department are hereby informed to attend the staff meeting in Department staff room discuss about 2019-20 Academic year activities such as ii, iv & vi semester time table preparation, syllabus distribution preparation of lesson plan, project work for students

Date: 23-12-2019

Time: 8:00 am

- 1) 
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Head of the Department of Zoology
Smt. A.S.M. College for Women
BALLARI-583 103

All the Staff members are hereby informed to attend Department staff meeting to discuss about conducting I st I A for II, IV and VI Semester students. Setting of Question papers syllabus progress and students performance.



Head of the Department of Zoology,
Smt. A.S.M. College for Women
BALLARI-583-103

1. ~~See to~~ Md. YUNUS KACHA
2. ~~John~~
3. ~~HL~~
- 4.
- 5.

All the Staff members are hereby informed to attend Department Staff meeting to discuss about conducting I & II A for II, IV and VI Semester students. Setting of Question papers, syllabus progress and students performance.



Head of the Department of Zoology,
Smt. A.S.M. College for Women
BALLARI-583-103

1. ~~Dr. S. S. Srinivas~~ Dr. YUNUS KAHAN
2. ~~Dr. S. S. Srinivas~~
3. ~~Dr. S. S. Srinivas~~
- 4.
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Department of Zoology
Staff Meeting
CIRCULAR VII .16. March 2020.

- Meeting is cancelled due to
Covid 19 lockdown -



Veerasaiva vidyavardhaka Sangha.

SMT. ALLUM SUMANGALAMMA MEMORIAL COLLEGE FOR WOMEN,

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DEPARTMENT OF ZOOLOGY

Department Minutes Book

Academic Year 2018-19



2018-19.

Department of Zoology 5/7/18

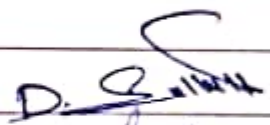
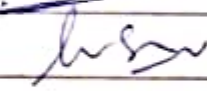
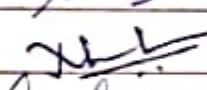
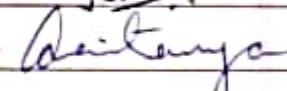
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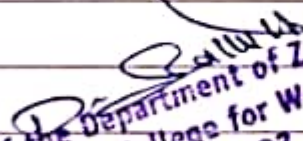
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Staff Meeting.

- Circular -

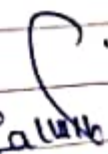
The Staff members of Dept of Zoology are hereby informed to attend the meeting to discuss about time table for I, III & V Sem Syllabus distribution, preparation of lesson plan and other activities of the department for this year 2018-2019
On 5/7/2018 at 10:30 am in Dept Staff room

1. MR. Sathesh Dupam - 
2. Miss. Lakshmi Sowjanya V - 
3. Miss. Neha Nareeba S - 
4. Miss Chaitanya H.S - 


Head of the Department of Zoology
Smt. A.S.M. College for Women
BALLARI-583 103.

Proceedings of Meeting

1. Syllabus distributed
2. Time table prepared.
3. projects assigned.
4. lesson plans prepared.


D. Sathesh Dupam

Department of Zoology.
Staff Meeting.

PAGE

- Circular @ -

Date :- 1-08-2018

The staff members are hereby informed to attend the meeting to discuss about review of Syllabus completed for internal assessment and preparation of internal assessment time table & question paper setting.

1. D. Sathya
2. M. S.
3. H. L.
4. A. S.

proceedings of the meetings

Held On 1-08-2018

- Discussed about Syllabus Completed
- Question papers for internal were finalized
- Dates for internal assessment were finalized

1. D. Sathya
2. M. S.
3. H. L.
4. A. S.

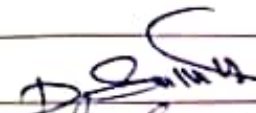
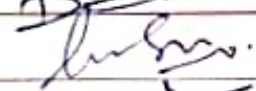
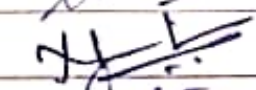
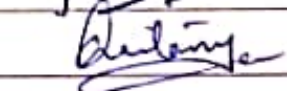
Head of the Department of Zoology
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BALLARI-583 103

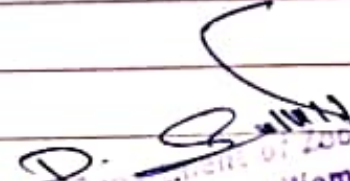
Department of Zoology
Staff Meeting

Circular ③

Date :- 24-9-2018

The Staff members of Zoology Department are hereby informed to attend meeting in Staff room on 24-9-2018 at 2.30 pm to discuss about 2nd internal. Theory and practical IA and question paper preparation

1. 
2. 
3. 
4. 


Head of the Department of Zoology
Smt. A.S.M. College for Women
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Department of Zoology
Staff Meeting

Circular - (ii)

Date - 21/12/18

The meeting will be held in Department staff room to discuss about work distribution, Time table, Syllabus allotment for II, IV and VI semesters. Hence, you are requested to attend meeting at 8.00am in the Staff room, Dept of Zoology

- 1
- 2 W/S
- 3 H.L.
- 4 Chaitanya

Proceedings

1. Time table finalised
2. Syllabus distributed among staff for II, IV and VI semesters
3. Lesson Plans are revised.

- 1 D.S.
- 2 W/S
- 3 H.L.
- 4 Chaitanya

D. S. Sathish
Head of the Department of Zoology
Smt. A.S.M. College for Women
HALLARI-583 103

Department staff meeting will be held in staff room to discuss about conducting internal assessment for II, IV & VI Semesters and progress of syllabus for all Semesters, Hence you are requested to attend the meeting on 23/2/19 at 8:00 am

1. D. Saini
2. ~~h su~~
3. ~~M. K.~~
4. ~~Chaitanya~~

Proceedings

- ① Reviewed the progress of the syllabus and planned to complete with in time by engaging special classes
- ② Finalized dates for conducting second internal assessment and practical internal assessment tests.

1. D. Saini
2. ~~h su~~
3. ~~M. K.~~
4. ~~Chaitanya~~

Head of the Department of Zoology,
A.S.M. College for Women
MILARI-583 103.

Circular - (C)

Date :- 8-4-2019

The Staff members of Zoology Department
are hereby informed to attend meeting in
Staff room on 8-4-2019 at 2:30 pm
to discuss about 2nd internal. Theory
and practical IA and question paper
preparation.

- 1 D. S. [Signature]
- 2 [Signature]
- 3 [Signature]
- 4 [Signature]

[Signature]
Head of the Department of Zoology,
Smt. A.S.M. College for Women
BALLARI-583 103