

**Meeting Proceedings Book**

**Department of Botany**

**Sree Siddaganga college of Arts, Science and  
Commerce college for women, Tumkur**

## Memo

All the Staff members of the Department of Botany are requested to attend the meeting in the Staff room on 5/4/18 at 12:30 PM.

Agenda.

- 1) Shortage of attendance
- 2) practical examination dates.

All the above agenda was discussed and resolved to follow it.

*[Signature]*  
H.O.D.

Secretary of Staff members  
Head of the Department of Botany  
Sri Lanka College of Women  
TUMKUR - 572 101.

- 1) Anurath S.
- 2) Akhavan J.B.
- 3) Kanya M.K.

Memo

All the staff members are requested to attend the meeting in the HoD Room on 08/3/19 at 11:30 AM

Agenda

- 1) Discussion of syllabus covered and to be covered.
- 2) Conducting of internal test.
- 3) Internal assessment.
- 4) Preparation of question papers.
- 5) Practical examination dates.

All the above agenda are discussed and decided to follow it-

J. Chandrasekhar  
HoD Botany

Signatures of Staff members

- 1) Prj. Anandaram
- 2) Asharani JB
- 3) Pruthvi
- 4) Madhura

*[Signature]*



Memo

Meeting Proceedings

Department result analysis and Failure analysis are discussed.

Discussed the measures to be taken to get 100% result.

Discussed regarding completion of Syllabus in time.

*J. Chandra*  
HOD of Botany

Head of the Department of Botany,  
Bee Sidasanga College for Women

TUMKUR - 572 101

Staff members.

1. Acharoni B. *A*
2. Kavya *Kavya*
3. prathini M.L  
madhura

Memo

All the Staff members of the Department of Botany are requested to attend the meeting in the Staff room on 28th August 2020 at 11:00 AM.

Agenda

- 1) Conducting of online classes from 1/9/2020
- 2) preparation of Time table for online classes
- 3) Conducting of International webinars.
- 4) Allocation of Syllabus.

All the above agenda was discussed and resolved to follow it -

Signatures of Staff members

- 1) Vasanth Kumar, M.
- 2) Akhavan, J.B.

H. O. D of Botany  
Head of the Department of Botany  
Sree Sudevan College, Kollam  
KOLLAM - 692 102

28/8/2020

Memo

The Staff members of the Department of Botany are requested to attend the meeting in the Staff room, on 9/10/21 at 11.00 am.

Agenda

1. Commencement of classes
2. workload distribution
3. Discussion regarding NFP Syllabus
4. Stock verification in the Department
- 5.

*[Signature]*  
 HEAD OF THE DEPT. OF BOTANY  
 Sri Siddaganga College of Arts  
 Science & Commerce for Women  
 TUMKUR-572102

Signature of Staff members.

1. M. Vasanthi Mys - *[Signature]*
2. Penderangach. N. *[Signature]*
- 3.



## Proceedings:-

1. Staff members were instructed to take final year and Second year classes.
2. Syllabus allotment was done.
3. Discussed a new education system rules regulations and syllabus for first year students.
4. Staff members were asked to do Stock verification in the lab for the academic year.

Memo

The Staff members of the Department of Botany are requested to attend the meeting in the Staff room on 23/05/2022 at 12.00 PM - 1.00 PM.

Agenda.

1. Commencement of classes.
2. workload distribution.

*[Signature]*  
 HEAD OF THE DEPT. OF BOTANY  
 Sri Siddaganga College of Arts,  
 Science & Commerce for Women  
 TUMKUR-572102

Signature of Staff members:-

1. *[Signature]* — *[Signature]* — *[Signature]*

2. *[Signature]* M. A

*[Signature]* M. A

3. Memo B c

*[Signature]* B c



## Proceedings:-

1. Staff members were instructed to take First Year and Second Year classes.
2. Syllabus allotment was done.
3. Unit wise Syllabus allotted to the teachers.

*[Signature]*  
**HEAD OF THE DEPT. OF BOTANY**  
Sree Siddaganga College of Arts,  
Science & Commerce for Women  
TUMKUR-572102

Memorandum

The Staff members of the Department of Botany are requested to attend the meeting in the Staff room on 08/10/2023 at 11.00pm - 12.00

Agenda

1. Commencement of classes.
2. workload distribution.

**HEAD OF THE DEPT. OF BOTANY**  
**Sree Siddaganga College of**  
**Science & Commerce for Women**  
**TUMKUR-572102**

Signature of Staff members:-

1. Henna B.c - Henna

HEAD OF THE DEPT. OF BOTANY  
 Sree Siddaganga College of  
 Science & Commerce for Women  
 TUMKUR-572102

PS/12/51/31

proceedings:-

1. Staff members were instructed to engage all the classes.
2. Syllabus allotment was done.
3. Unit wise syllabus allotted to the teachers.

*S. Chandra S R*  
 HEAD OF THE DEPT. OF BOTANY  
 Sree Siddaganga College of Arts,  
 Science & Commerce for Women  
 TUMKUR-572102

HEAD OF THE DEPT. OF BOTANY  
 Sree Siddaganga College of Arts,  
 Science & Commerce for Women  
 TUMKUR-572102