

20/1/24

## General Body meeting.

1. Staff make sure to flaunt your ID cards and wear them visibly  
APFRS n class work updating in TLP app are must for everyone.
2. Faculty let's keep it classy with professional attire: no jeans, T-shirts, or churidars please.
3. Time is of the essence - be punctual and let's make sure a no classroom is left lonely.
4. Remember attendance matters post fee number by the 5<sup>th</sup> of each month with your login into web
5. Stick to the academic calendar for continuous Internal Examinations (CIE)
6. Mentors own those internships! Daily attendance uploads on the intern app are a must - neglecting this may affect your workload claims
7. monthly submission alert! Teaching notes and diaries should reach us by the 5<sup>th</sup>, Assistant principals your checking prowess is needed.
8. Heads of Departments, let's plan exciting guest lectures, seminars, workshops, and field trips. Get those approvals in advance!
9. Website duty calls! Dr. Sumel, our computer science HOD, take charge ensure our activities shine on the website.
10. Discipline is King! Treat the college like your own, instruct students to uphold its dignity, and let responsibility be your guide.
11. Get ready for a grand GB meeting and Graduation Day in the third week of February! IQAC Academic cell, and Examination teams it's time to swing into action let your planning prowess shine.
12. various support committees have been established. Request them to take action throughout the year on initiatives and resolutions aimed at elevating the college n Principal Gera-Raj.

\* Follow above points.

\* CIE marks

\* Faculty profile.

\* Department profile, NIRF, NAAC, Study in India Project

\* Dept. Faculty profile within two days Before 25<sup>th</sup> of January.

\* Dept profile.

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