

\* Friday 2<sup>nd</sup> and 4<sup>th</sup> Friday vacance

26.9.2023

- \* October 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup> → 1<sup>st</sup> internal exams
- \* Student Attendance Registers must
- \* Total Attendance - central Attendance Registers
- \* CR must engage classes
- \* Records regarding pedagogy records
- \* Individual CIA marks are to be maintained
- \* Google class rooms usage.
- \* Annual curricular plans semester wise
- \* Activities in the department month wise  
state / District / National / international.
- \* CIA - Records for 50 marks
- \* Departmental Activities Registers
- \* Workload (Dept) and adjustment of guest faculty