

Departmental Meeting

...-August-2020

Today department meeting conducted by Smt. D. Jayasee
Lecturer in charge, Microbiology along with staff members.
The following agenda was discussed.

Agenda :

1. Department Action Plan for 3rd & 5th sem for next 2 months.
 - Preparation of Teaching Diary, Notes & Curricular Plans.
 - Students Nominal Rolls : Check.
 - Attendance of Students Online : Post in Register.
 - Microbiology Online classes started from 9th August (Sunday).
2. Academic Council Meeting scheduled on 29/8/2020.
3. Celebration of Independence Day as per Covid norms.
- 4.

D. Jayasee

Department Meeting : 8/10/2020.

- Agenda :
- 1) 2, 4 Sem End examinations from 10/11/2020 and 27/10/2020 respectively will commence till 11/11/2020.
 - 2) Approval of workload file for 1, 3, 5 Semesters as per the CCE guideline - (HOD)
 - 3) Staff must take part in online admissions Counselling 20-21 (HOD put placements poster in website).
 - 4) College website faculty logins & updates profile.

Resolution : All are unanimously Accepted.

D. Jayasee
8/10/20