

Department meeting

Today, Dept of microbiology conducted a meeting by D. Jayasree, HOD along with staff members in the laboratory. The following agenda were discussed.

Agenda:-

- ① Admissions for I year students
- ② Dept Almanac (Dept. level Academic Schedule preparation)
- ③ DBT- STAR - Presentation preparation (Smt. D. Jayasree)
- ④ proceeding: A+ Grade - & its effective maintenance Committee.
- ⑤ Attendance APP - IAMS: Strict posting of Attendance.
- ⑥ minutes book maintenance & updation abt proceedings.
- ⑦ Question Bank/Model, Imp questions revision to the students for final Sem exams.

Resolutions:- All the above agenda points were unanimously accepted. and also resolutions regarding all necessary documents updation were discussed.

1. D. Jayasree - *[Signature]*

2. Dr. P. Suneeta *[Signature]*
23/1/2024

[Signature]
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