

16/03/2021.

Department Meeting

Today, Department meeting conducted by Smt. D. Jayasree, Lecturer incharge along with staff members & discussed following agenda :

- 1). Re-revised Academic calendar for 1, 4 & 6<sup>th</sup> Semesters.
- 2). CIA-1 schedule for 1, 4 & 6 Sem.
- 3). planning for Dept. Academic activities & Action Plan preparat<sup>n</sup>.
- 4). Proposing 2021 - Dept Activities & prepare Dept. Almanac.
- 5). Every Saturday conduction of clean & Green programme - under (Swatch Kalasala) for 1<sup>st</sup> year after 3 PM.
- 6). Regarding Biometric attendance. (for students & staff).
- 7). Spl. C.S. Review & CCE Commissioner Review.
- 8). CO-PO Mapping: By end of this March to complete.

\* Resolutions :

- 1). preparation of Dept. Academic Schedule. (Smt. D. Jayasree).
  - 2). CIA Schedule (Both DJS & PS).
  - 3). Budget of Department for 2021 preparat<sup>n</sup> (Smt. D. Jayasree).
- All other agenda points discussed & unanimously accepted and resolved to take necessary action and to plan accordingly.
- 8). CO-PO Mapping - Smt. Dr. Suneetha.

1. D. Jayasree - Dr

2. P. Suneetha - Dr

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