

General Body Meeting  
Proctor for III MSAS Statistics

Mentor for Internship & MEd

Eqac member, Faculty Forum, Exam committee member

Restructured course committee member.

[OTLP]

### Agenda

- \* OTLP - Teaching Learning Process
- \* Leave - prior permission, adjustment of class  
any class teacher can put as Recorp due classes
- \* FRS - match  
compulsory attendance must be done.
- \* Cegrame download collegiate Education  
user friendly Grievance Redressal Incharge J.D.
- \* FMAP -> Fee collection map  
student must pay through this app.
- \* student
- \* FMAP -> app download student name download, industry name download
- \* Teaching diary Notes Every month sth OTLP Reports download Every month
- \* Guest faculty OTLP Report to be submitted in every month along with workload student.
- \* Time Table :- class should not be empty Dept Time Table, Individual time table stream wise time table.
- \* Attendance Registers :- Attendance one to be consolidate for every month
- \* Attendance register must not be worth cr's
- \* original workload Proforma (20+) original workload.  
must be cleanout
- \* Voter's Registration - voter data political science dept (incharge) <sup>Form</sup> google
- \* 2022-2023 Action plan must Academic cell by next week to purpore College Action plan.
- \* Extension activities - Guest lectures etc
- \* Committees list
- \* NFE -> action plan.

- \* prior
- \* AQ
- \* Dept
- \* Sem
- \* Moul
- \* cert
- \* Ext
- \* Qua
- \* Y-th
- \* CIA
- \* SDC

\* Time

Pleas

\* Mome

\* 365

\* Data

\* mal



- \* prior permission to field work
- \* AQAR - 2023
- \* Dept Activities are to be given with photo graphs and intermativity
- \* seminars webinars are to be planned.
- \* mous of each Dept
- \* certificate courses - 36 this year
- \* extension lectures (out side) if we go for each member.
- \* Guest lectures are to be conducted
- \* 7th hr → cocurricular / extra curricular
- \* CIA Lectures wise to be noted format must be filled.
- SDC / LSC Pt sem - HVPE Engg & Tel  
 Elective applications - physics  
 plant Nurbrug Botany  
 Insurance Commerce  
 Tourism & Guidance History
- \* Time table to submit due hsc / SDC

Please maintain Time guidelines

- \* Moment Register - must go out side.
- \* 365 days 24 hrs employees
- \* Data must be filled by 5 PM
- \* maintain Records.

The points are discussed with dept guest faculty and are followed duly.

initiated

1. J.N. E
- 2.
3. K. Suneetha