

IQAC/2015-16/Minutes-F

Date 05.02.16

Meeting Proceeding

Following outcomes came out in Meeting held on 04th Feb. 2016.

- 1). New oriented submission of reports will be performed on Computer Systems on demand by IQAC and ICT.
- 2). HoDes should check Attendance Registers, Marks Records, Book Issued Records and other departmental Records of each staff periodically in Month's last week
- 3). By the 2nd dates of Month, HoDes will present Attendance Registers, Sessional / Unit Test Register to Principal's Desk for verifications.
- 4). HoDes are also supposed to match student's admissions with college Office. In case of transfer (Interdisciplinary) make assure of actual numbers transferred.
- 5). Introduce Remedial / Extra classes to cover syllabus & doubts.

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04.02.16

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04.02.16

डा. प्रीत

डा. माधवी Madhu
05.02.16

श्री अशोक (B Ed)

श्री चंद्रशेखर (BBA)

श्री राजेश (Account)

श्री अरुण (B Ed)

chandroshkhar
04.02.2016

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