

Departmental Meeting

24/9/2020

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

Agenda:

1. AQAR Submission for 2018-19 & 19-20 $\Rightarrow$ Both are submitted
2. Iso certification visit.
3. Academic year Commenced - Online : from August 3.
4. By ext. 10th 1st CIA : Quiz / Seminar / Assignment.
5. Prepare all academic records ready for inspection & Syllabus Completion report.
6. 29th & 30th September : CCE workshop.
7. 25th Sept: Google class review to all faculty. $\rightarrow$ FDP.
8. Upload Online class video to website by all faculty.
9. Divide students into 2 batches for Practical Offline mode.
10. Duplicate Keys Submit in office (HOD : Done).
11. MICROBIOLOGY Budget (HOD : Submitted).
12. Study projects through NSS : Surveys : Prepare the Document
13. Dept. Best Practices slides of each PPT presentation (HOD : Submit).

Resolutions:

All agenda points are unanimously accepted.

1. D. Jayasee : ms

2. P. Suneeta : ms

D. Jayasee