

## AGENDA

07-04-2025

A meeting is scheduled to be conducted in the Department at 11:30 AM on 07-04-2025 by the HOD Mrs. SK. Jareena Begum to discuss the following.

- 1) Academic Audit - Records to be maintained
- 2) casual Leaves and Work Adjustment
- 3) Maintenance of Movement Register
- 4) website <sup>update</sup> & System work
- 5) Name x Boards & Flex
- 6) staff members presence in the department and maintenance of timings.
- 7) TO discuss the mode of work allotment to the members.
- 8) change of Incharge

### Discussions

- 1) Resolved to follow the timings of the college and classes ~~with~~ without any deviation.
- 2) It is suggested for all to conduct more no. of. class room activities and document the reports.
- 3) It is Resolved to Academic Audit. Records to be maintained.
- 4) It is Resolved to Assign new incharge to the Department

Faculty

SK. Jareena

1) R. V. V. Vandana

2) Dr. K. DINESH BABU