

Departmental Meeting

A meeting has been Conducted in the Department at 12:00 pm On 24/03/26 under the chairman of Mrs Shaik jareena

Agenda:-

Here are Academic Audit files agenda files

Verification of academic aduit files checking subject-wise File Completion Review lesson plan records verification of attendance registers internal assignment record checking seminar and assignment and assignment submission records review syllabus completion report verification faculty teaching diary checking students performance records review updating missing documents in audit files

Resolution:

Resolved that all academic audit files were verified and checked Carefully. Missing documents, lesson plans, attendance Records, internal assessment details, seminar and assignment records were updated. faculty members were instructed to Complete pending entries and maintain file properly for future academic aduit purposes.

<u>Faculty Members</u>	Sk. Jareena
1. R. V. Vandana	Incharge.
2) K. Shiva	INCHARGE
	Department of Sanskrit
	GOVT. AUTONOMOUS COLLEGE
	RAJAMAIKENDRAVARAM.