

Department meeting

A Meeting has been conducted on the Department of 12:00 pm on 03/12/2025 under the chairman of mrs shaik Jareena.

Agenda-

"A departmental Meeting was conducted to review and update all the files

Reviews of Existing files, Identification of missing or incomplete documents, updating outdated information, verification of records For accuracy, organizing and arranging Files properly, Assigning responsibilities for file updates. Setting deadlines For completion, Final review and confirmation

Resolution

It was resolved that all departmental files should be reviewed, updated, and properly organized. The concerned staff members are assigned responsibilities to complete the updates within the given time.

