

05-10-2022

Resolutions: The following resolutions were taken after due discussion -:

1. It was resolved to conduct Mid exams for I year students of IBA, BCom, and BSC (all combinations).
2. It was resolved to set a Question paper for the Mid exams.
3. It was resolved to undertake various roles and responsibilities as assigned by the Principal.
4. It was resolved to evaluate the Mid papers and conduct extra-curricular activities in the form of assignments, projects, viva-voce etc and post internal marks in the S&E's of the University.
5. It was resolved to teach Business Communication paper as Skill Development Course as per University Norms by the faculty in the Department.
6. It was resolved to participate in Cleaning campus programme to be held by the WEC and involve students & motivate them.

[Signature]
Lecturer

[Signature]
Secy, In-charge

[Signature]
Principal

Meet

03-11-2021

Resolutions: The following resolutions were taken after due discussion:

1. It was resolved to involve and participate in Invigilation duties and as Member of Exam Committee (Dr. N. Lakshmi)
2. It was resolved to calculate the total amount of workload for both the faculty in the Department in accordance to CCE norms. (Maximum 18 hrs/week)
3. It was resolved to prepare the Departmental and Individual timetables.
4. It was resolved to take up Disaster Management by the faculty in the Department for II year students (BA; BSc)
5. It was resolved to conduct Bridge course for I year students in Phonetics.
6. It was resolved to prepare Action Plans for the academic year 2021-22.

[Signature]
Lecturer

[Signature]
Sec., In-charge.

[Signature]
3/11/21
Principal

Meet

02-12-2021

Resolutions: The following resolutions were taken after due discussion -

1. It was resolved to conduct classes as per the timetable and record classes as scheduled in the CCE app for I year & II year students.
2. It was resolved to give Guest lectures by the Faculty of the Dept., in other colleges.
3. It was resolved to attend the Board of Studies meeting as Subject Expert in English online at GDC(A), Tuni.
4. It was resolved to conduct various co-curricular and extra-curricular activities like Online Quiz, Debate, describing pictures etc.
5. It was resolved to conduct assignment as part of expository learning.

[Signature]
Teacher

[Signature]
Hec., In-charge

[Signature] 2/12/21
Principal

Meet

03-01-2022

Resolutions: The following resolutions were taken after due discussion: -

1. It was resolved to conduct I Mid Exams for II year and I year students.
2. It was resolved to enable the students to take up projects to support project-based learning.
3. It was resolved to conduct various activities and competitions like Calligraphy, Essay writing, Photography etc., on the eve of Republic Day celebrations by the Department participation.
4. It was resolved to participate in the Republic Day celebrations of the college by the faculty of the Department.
5. It was resolved to arrange for internal assessment by conducting assignments III & IV for II year students.

Shahzadi
Lecturer

Lehri
Sec. In-charge

Prasad
Prasad

Meet

02-02-2022

Resolutions:

1. It was resolved to conduct II Mid exams for II year students in the beginning of the month & I year students to have exams by the middle of the month.
2. It was resolved to conduct internal evaluation on the basis of Seminars, Projects, Assignments submitted by the I & II year students along with their Mid marks.
3. It was resolved to post internal assessment - marks in the Internal Marks Register of the Dept.
4. It was resolved to conduct revision and also provide sem-end exam related information to make the slow learners to perform well in the coming exams.

Shahzad
Lecturer

Shahzad
Sec. In-charge

Y. P. Singh
Principal.

Meet

03-03-2022

Resolutions: The following resolutions were taken after due discussion of the Department members:

1. It was resolved to conduct special online classes for the I year and II year students to enable them to get better results in the upcoming examinations.
2. It was resolved to organise a literary club with students as members to help them develop their latent skills and talents and indulge in creative works and writing of literature.
3. It was resolved to look into the invigilations & examinations work as part of exams committee and to participate in all exam related duties as assigned.

Shahzad
Lecturer

Lakshmi
Lecturer Incharge

Y.P. Ady
3/3/22
Principal

Meet

01-04-2022

Resolutions: The following resolutions were taken after due discussion of the Department members:

1. It was resolved to keep all the records of the Department, like Teaching Diary, Notes, Curricula plan, Internal Marks Register & Departmental Register etc. updated.
2. It was resolved to provide guidance to students by providing tips to them either offline/online using Web resources to stimulate students to perform well in their exams.
3. It was resolved that the Department members as involved in Exam work need to look into participation in exam related activities.

S. D. S. D.
Lecturer

Lehar Singh
Lecturer Incharge.

P. K. Singh
3/4/22
Principal.

Meet

03-02-2025

A meeting was held in the Department with the members and the following issues in the agenda were discussed and resolved.

Resolutions:

1. It was resolved to apply and register for internships (ITI) for the Final Year students and the company selected namely Council for Skills & Con