**Minutes of Meeting**

23-08-2023

The HoD meeting with the principal was held on 23-08-2023 Wednesday at 11:00 a.m. in the Conference hall. The following members were present in the meeting.

**Members Present:**

**Agenda:**

1. Discussion on Convocation and first year Inauguration.
2. Discussion about the Program Register, Absentees record, Class Committee Meeting Report, Course plan, Course materials and Course file for previous semester and all academic related activities.
3. Discussion on Registering Professional Bodiesand Organizing Electoral Literacy Club.

The principal welcomed the members. He discussed the Academic Related Activities.

The following points were discussed

1. Our 8th Annual Convocation would be probably arranged on 30th September 2023. Arrange committee members and communicate with students to ask willingness.
2. Inauguration of first year students is on the first week of September. All subjects must be included for warm-up in bridge course.
3. Staff attendance will be strictly monitored as per norms. Leave should be taken with prior intimation from HODs to the Office. For Permission and Late, all staff must fill in the Late register.
4. Students absentees must be communicate with parents for both forenoon and afternoon. Report should be filed with class coordinator and HOD signature. Attendance report for every 15days should be displayed on Notice Board.
5. Lab must be cleaned often and all lab equipment must be in working condition and cleaned. Lab In-charges must be in that concerned lab. Lab entry register must be recorded. If any equipment is not in working condition, it must be serviced.
6. Class Committee Meeting should be conducted according to the Academic Calendar and report should be submitted to principal with Class coordinator and four student representatives.
7. All the staff members should submit the course plan to HOD and HODs should submit to principal within today. Course materials should be submitted on Monday(28-08-2023)
8. All the staff are requested to complete the course file of the previous semester and it should be submitted on next month first Saturday (02-09-2023).
9. Program register must be entered according to the activities followed in the Academic Calendar including Value Added Program.
10. NAAC Meeting will be conducted on coming first Saturday (02-09-2023). All staff must come to the college without fail.
11. Professional bodies should be register at free of cost. HODs must follow-up the mail communication.
12. Inaugurate Electoral Literacy Club in our college by Science & Humanities Department. Organize various programs like Voter’s Awareness program, Ethical Voting Program and their participants are Senior Citizens, Transgenders, and New Voters.

Finally meeting ended with Thanks

Principal

Copt to chairman

E -Copy to All HoDs ,ACO, Lib, P.Ed and concerned