

MEETING REGISTER

MINUTES OF THE DEPARTMENTAL MEETING

Date: 14.06.2018.

The staff members of department of English are met under the chairmanship of the principal at principal chamber on 14.06.18 at 11:30 am and resolved the following.

1) Resolved to take necessary steps to increase first year admissions. - 2018-19.

2) It is resolved to start a Bridge course for all first year students who are under/below level of English.

Signatures of the Members

Signature of the
Department of the Members

Signature of the
Head of the Department

CIRCULAR

There will be Departmental meeting on 2.7.18 at 3:00 pm

Venue ... principal chamber

All the members are requested to attend the meeting

Agenda : 1) Remedial coaching .

K. Balaji

Head of the Department

To
All the Members.

MINUTES OF THE DEPARTMENTAL MEETING

2.7.18

The staff of English department is met under the chairmanship of principal at principal chamber on 2.7.18 at 3 pm and resolved the following:

- 1) Resolved to start Remedial coaching classes for backward and failed candidates.
- 2) Resolved to excel in curricular activities such as Group Discussion, Debates, Quizzes.

Signatures of the Members

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Signature of the
Department of the Members

K. Balaji
Signature of the
Head of the Department

DEPARTMENTAL MEETING REGISTER

CIRCULAR

There will be Departmental meeting on1.8.2018.....at10:00.....

VenuePrincipal.....Chamber

All the members are requested to attend the meeting

Agenda : mid exams.

K. Balaji
Head of the Department

To
All the Members.

MINUTES OF THE DEPARTMENTAL MEETING

1.8.2018

The staff of English Department is met under the Chairmanship of the principal at his chamber to resolve the following on 1.8.2018 at 10:00 am.

1) It is resolved to conduct mid exams for I, III, V semester.

2) It is resolved to conduct student seminars, guest lectures, Quiz programs.

Signatures of the Members

Signature of the
Department of the Members

K. Balaji
Signature of the
Head of the Department

DEPARTMENTAL MEETING REGISTER

CIRCULAR

There will be Departmental meeting on 1.09.2018 at 10:00 am

Venue Staff room

All the members are requested to attend the meeting

Agenda : 1) Syllabus completions
2) Assignments.

K. Balaji
Head of the Department

To
All the Members.

MINUTES OF THE DEPARTMENTAL MEETING

1.9.18

The staff of Department of English is met under the chairmanship of Principal at staff room on 1.09.2018 at 10:00 to resolve the following.

1) Resolved to complete syllabus of Semesters I, III & V within the time.

2) Resolved to conduct assignments to improve English writing skills as well as knowledge.

Signatures of the Members

Signature of the
Department of the Members

K. Balaji
Signature of the
Head of the Department

DEPARTMENTAL MEETING REGISTER

CIRCULAR

There will be Departmental meeting on 3.10.18 at 10:00 am at Principal's Chamber

Venue Principal's Chamber

All the members are requested to attend the meeting

Agenda : 1) Syllabus completion of sem - II (V, VI)

K. Balaji
Head of the Department

To
All the Members.

MINUTES OF THE DEPARTMENTAL MEETING

3.10.18

The staff of department of English is met under the principal as a chairman at principal's chamber at 10:00 am to resolve the following.

1) It is resolved to complete the syllabus of semester II (V & VI)

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Signatures of the Members

Signature of the
Department of the Members

K. Balaji
Signature of the
Head of the Department

CIRCULAR

There will be Departmental meeting on 1.12.18 at 2:30 PM

Venue principal chamber

All the members are requested to attend the meeting

Agenda: 1) mid exams.

2) Field visit

K. Balaji
Head of the Department

To
All the Members.

MINUTES OF THE DEPARTMENTAL MEETING

1.12.2018

The staff of English department is met under the chairmanship of The principal at principal chamber at 2:30pm. To resolve the following.

1) It is resolved to conduct mid exams for semesters - II & IV

2) It is resolved to arrange field visit for 2nd year students.

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Signatures of the Members

Signature of the
Department of the Members

K. Balaji
Signature of the
Head of the Department

DEPARTMENTAL MEETING REGISTER

CIRCULAR

There will be Departmental meeting on1.1.2019.....at11:00am.....

Venueprincipal.....Chamber

All the members are requested to attend the meeting

- Agenda :
- 1) Curricular activities
 - 2) Assignments.
 - 3) mid exams.

K. Balaji
Head of the Department

To
All the Members.

MINUTES OF THE DEPARTMENTAL MEETING

1.1.2019.

The staff of Department of English is met under the Chairmanship of the principal at principal Chamber at 11:00 am to resolve the following.

- 1) It is resolved conduct Group Discussions, Seminars, Group discussions under the Curricular activities.
- 2) It is resolved to conduct Assignments to inculcate exam spirit.
- 3) It is resolved to conduct mid exams.

Signatures of the Members

Signature of the
Department of the Members

K. Balaji
Signature of the
Head of the Department

DEPARTMENTAL MEETING REGISTER

CIRCULAR

There will be Departmental meeting on 1.2.19 at 11:00am

Venue Principal Chamber

All the members are requested to attend the meeting

- Agenda :
- 1) Completion of syllabus
 - 2) Extra classes / Revision classes.

K. Balaji
Head of the Department

To
All the Members.

MINUTES OF THE DEPARTMENTAL MEETING

1.2.2019

The staff of the department of English is met under the chairmanship of the principal at principal chamber at 11:00 am to discuss the following:

1) It is resolved to complete the syllabus as per the scheduled.

2) It is resolved to conduct extra classes / Revision classes for those who are identified in remedial coaching.

Signatures of the Members

Signature of the
Department of the Members

K. Balaji
Signature of the
Head of the Department

DEPARTMENTAL MEETING REGISTER

CIRCULAR

There will be Departmental meeting on1.3.2019....at11:30am.....

Venue .principal's chamber

All the members are requested to attend the meeting

Agenda : 1) Campaign.

2) Visit of neighbour jr. colleges.

K. Balaji
Head of the Department

To
All the Members.

MINUTES OF THE DEPARTMENTAL MEETING

1.3.2019.

The staff of department of English is met under the Chairmanship of principal at principal chamber on 1.3.2019 at 11:30am to resolve the following.

1) It is resolved Campaign for academic year 2019-20. admissions.

2) It is also resolved to visit neighbour colleges of Junior for promoting our college to increase the strength.

Signatures of the Members

Signature of the
Department of the Members

K. Balaji
Signature of the
Head of the Department