

DEPARTMENTAL MEETING REGISTER

CIRCULAR

There will be Departmental meeting on .....10.6.19...at .....2:00 pm.....

Venue p.principal.....chamber...

All the members are requested to attend the meeting

- Agenda :
- 1) To improve strength.
  - 2) Bridge course.
  - 3) Syllabus completion.

*K. Balaji*  
 Head of the Department

To  
 All the Members.

MINUTES OF THE DEPARTMENTAL MEETING

10.6.2019

The staff of department of English is met under the chairmanship of principal at his Chamber on 10.6.2019 at 2:00 pm to resolved the following

- 1) It is resolved to conduct Campaign to improve strength.
- 2) It is resolved to conduct Bridge course for the coming first year students.
- 3) It is resolved complete syllabus as planned as per Academic Calendar.

*[Signature]*

Signatures of the Members

Signature of the  
 Department of the Members

*K. Balaji*  
 Signature of the  
 Head of the Department

CIRCULAR

MEETING REGISTER

MINUTES OF THE DEPARTMENTAL MEETING

There will be Departmental meeting on 2.7.19 at 2:00 P.M.

Venue principal chamber

All the members are requested to attend the meeting

Agenda: Remedial Coaching.

K. Balaji  
Head of the Department

To  
All the Members.

2.7.19.

The staff of Department of English is met under the chairmanship of principal at principal chamber on 2.7.19 at 2:00pm and resolved the following.

- 1) It is resolved to conduct Remedial Coaching classes for backward/weaker students who are weak in studies.

*Ans*

Signatures of the Members

Signature of the  
Department of the Members

K. Balaji  
Signature of the  
Head of the Department

# CIRCULAR

# DEPARTMENTAL

# MEETING REGISTER

## MINUTES OF THE DEPARTMENTAL MEETING

There will be Departmental meeting on 1.8.19 at 3:00 pm

Venue: Principal Chamber

All the members are requested to attend the meeting

Agenda: 1) Mid exams

2) student seminars.

3) syllabus completion.

K. Balaji  
Head of the Department

To  
All the Members.

1.8.19

The staff of Department of English is met under the chairmanship of the principal at principal chamber on 1.8.19 at 3:00 pm and resolved the following.

1) It is resolved to conduct mid exams for I & II

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

3) It is resolved to complete the syllabus within stipulated time.

*[Handwritten signature]*

Signatures of the Members

Signature of the  
Department of the Members

K. Balaji  
Signature of the  
Head of the Department

# CIRCULAR

# DEPARTMENTAL

# MEETING REGISTER

## MINUTES OF THE DEPARTMENTAL MEETING

There will be Departmental meeting on 11.9.2019 at 11.00 pm.

Venue Principal Chamber.

All the members are requested to attend the meeting

Agenda : 1) 2<sup>nd</sup> mid exams.

2) Remedial classes.

3) Group Discussions.

4) student seminars.

K. Balaji  
Head of the Department

To  
All the Members.

11.9.2019

The staff of department of English is met under the Chairmanship of the principal at principal chamber on 11.9.2019 at 11 pm and resolved the following.

1) It is resolved to conduct 2<sup>nd</sup> mid exams for I & III sem students from 11<sup>th</sup> september to 13<sup>th</sup> september.

2) It is resolved to conduct remedial classes for weaker students in studies.

3) It is resolved to conduct group discussions for the I & III semester students.

4) It is resolved to conduct student seminars

Signatures of the Members

Signature of the  
Department of the Members

K. Balaji  
Signature of the  
Head of the Department

# CIRCULAR

DEPARTMENTAL

# MEETING REGISTER

There will be Departmental meeting on 18.11.2019 at 4:30 PM

Venue Principal Chamber...

All the members are requested to attend the meeting

Agenda : 1) mid exams.

2) Curricular Activities.

K. Balaji  
Head of the Department

To  
All the Members.

## MINUTES OF THE DEPARTMENTAL MEETING

18.11.2019.

The staff member of department of English is met under the Chairmanship of the principal on 18/11/2019 at 4:00 pm at principal chamber. It resolved the following.

1) It is resolved to conduct mid exams for the first & second year students.

2) It is resolved to conduct curricular activities such as group discussions, Quizzes, debates, etc.

Signatures of the Members

Signature of the  
Department of the Members

K. Balaji  
Signature of the  
Head of the Department

# DEPARTMENTAL

## CIRCULAR

There will be Departmental meeting on ..... 2.12.2019 ..... at ..... 4:00 PM

Venue: Principal Chamber.

All the members are requested to attend the meeting

Agenda : 1) Assignments  
2) Mid exam plan.

K. Balaji  
Head of the Department

To  
All the Members.

## MEETING REGISTER

### MINUTES OF THE DEPARTMENTAL MEETING

2.12.19

The staff of department of English is met under the chairmanship of principal at principal chamber on 2/12/2019 at 4:00 PM and resolved the following.

1) It is resolved to conduct Assignments for the students.

2) It is resolved to conduct mid exam in the month of January 2020.

*[Handwritten signature]*

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 3.12.2020 at 4:00 p.m.

Venue Principal's Chamber

All the members are requested to attend the meeting

Agenda : 1) preparation for I mid exams

2) completion of syllabus.

3) seminars.

4) II mid exams.

K. Balaji  
Head of the Department

To  
All the Members.

## MINUTES OF THE DEPARTMENTAL MEETING

3.12.2020

The staff of department of English is met under the chairmanship of principal of principal chamber on 3.1.2020 at 4:00 p.m. and resolved the following.

1) It is resolved to prepare students for I mid exams.

2) It is resolved to complete syllabus as per year plan.

3) It is resolved to conduct student seminars.

4) Resolved to conduct 2<sup>nd</sup> mid exams in the month of February.

Ans

Signatures of the Members

Signature of the  
Department of the Members

K. Balaji  
Signature of the  
Head of the Department

# CIRCULAR

# DEPARTMENTAL

# MEETING REGISTER

## MINUTES OF THE DEPARTMENTAL MEETING

There will be Departmental meeting on 2.2.20 at 3:30 pm

Venue Principal Chamber

All the members are requested to attend the meeting

- Agenda :
- 1) completion of syllabus
  - 2) special classes
  - 3) Academic Audit
  - 4) Campaign & Admissions.

K. Balaji  
Head of the Department

2.2.2020

The staff of department of English is met under the chairmanship of the principal at principal chamber on 2.2.2020 at 3:30pm and resolved the following

- 1) It is resolved to complete the syllabus as per curricular plan.
- 2) It is resolved to conduct special classes for the improvement of standards of students.
- 3) It is resolved to prepare academic records upto date for the forthcoming Academic Audit.
- 4) It is resolved to Campaign for admissions.

(K)

To  
All the Members.

Signatures of the Members

Signature of the  
Department of the Members

K. Balaji  
Signature of the  
Head of the Department