

CIRCULAR

DEPARTMENTAL

MEETING REGISTER

MINUTES OF THE DEPARTMENTAL MEETING

There will be Departmental meeting on 14-11-2020 at

Venue: principal chamber.

All the members are requested to attend the meeting

- Agenda :
- 1) classes for 2nd year
 - 2) Academic records.
 - 3) syllabus.

K. Balaji
Head of the Department

To
All the Members.

14-11-2020

The staff of department of English is met under the chairmanship of principal at principal chamber on 14-11-2020 at 2:30 pm. and resolved the following.

- 1) It is resolved to conduct classes for 2nd year students from 16.11.2020.
- 2) It is resolved to prepare curricular plans for the academic year - 2020-21.
- 3) It is resolved to prepare syllabus, notes and plan of department as per the AKNU academic calendar.

ubs

Signatures of the Members

Signature of the
Department of the Members

K. Balaji
Signature of the
Head of the Department

MINUTES OF THE DEPARTMENTAL MEETING

There will be Departmental meeting on 2.12.2020 at 4:00 PM

Venue principal chamber.

All the members are requested to attend the meeting

Agenda :

- 1) Syllabus
- 2) 1 mid exam
- 3) Assignments.

K. Balaji
Head of the Department

To
All the Members.

2.12.2020

The staff of department of English is met
Under the Chairmanship of the principal at
principal chamber on 2.12.2020 at 4:00 PM
and resolved the following

1) It is resolved to complete syllabus as per
scheduled in the CIRCULAR Annual plan.

2) It is resolved to complete 2-mid exams
in the first week of January 2021.

3) It is resolved to conduct assignments.

(Signature)

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 7.1.2021 at 3:30 p.m.

Venue principal chamber.

All the members are requested to attend the meeting

Agenda : 1) Student seminars.

2) II mid exams.

K. Balaji
Head of the Department

To
All the Members.

MEETING REGISTER

MINUTES OF THE DEPARTMENTAL MEETING

7.1.2021.

The staff of department of English is met under the chairmanship of the principal at principal chamber on 7.1.2021 at 3:30pm and resolved the following.

1) It is resolved to conduct student seminars for the all students

2) It is also resolved to conduct 2nd mid in the month of February.

3) Resolved to complete the syllabus as per scheduled.

[Handwritten signature]

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 4.03.2021 at 4.00 P.M.

Venue principal Chamber.

All the members are requested to attend the meeting

Agenda :

- 1) Revision.
- 2) practice by students.
- 3) Special classes.

K. Balaji
Head of the Department

To

All the Members.

MEETING REGISTER

MINUTES OF THE DEPARTMENTAL MEETING

4.03.2021.

The staff of Department of English is met under the chairmanship of principal at his Chamber on 4.03.2021 at 4.00 P.M. and resolved the following

1) It is resolved to do revision by students for the forth coming semester exams.

2) It is resolved to practice previous year old papers by the students.

3) It is also resolved to conduct special classes for backward students in studies.

[Handwritten signature]

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 01.04.21 at 3:00 pm

Venue Principal Chamber

All the members are requested to attend the meeting

- Agenda:
- 1) Syllabus completion.
 - 2) Resolved to Academic plans.
 - 3) Student centric Activities.

K. Balaji
Head of the Department

To
All the Members.

MEETING REGISTER

MINUTES OF THE DEPARTMENTAL MEETING

1.4.2021

The staff of department of English is met under the chairmanship of the principal at principal chamber on 1.4.2021 at 3:00pm to discuss & resolve the following:

1) It is resolved complete syllabus as per the planned in annual curricular plan.

2) It is resolved to plan annual academic curricular plans for 2nd year 1st sem.

3) It is resolved to conduct student centric activities, student seminars, assignments etc.;

[Signature]

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 2.06.21 at 4:00 PM

Venue: principal chamber

All the members are requested to attend the meeting

Agenda :

- 1) Online classes.
- 2) Motivation.
- 3) II sem classes for I year students.

K. Balaji
Head of the Department

To
All the Members.

MEETING REGISTER

MINUTES OF THE DEPARTMENTAL MEETING

2.06.21

The staff of department of English is met under the chairmanship of the principal at principal chamber on 2.06.2021 at 4:00 PM and resolved the following.

1) It is resolved to conduct online classes for all the 1st, 2nd year students of BA, B.Com, BSC.

2) It is resolved to motivate students to attend online classes more than 90%.

3) It is resolved to start 2nd sem classes for I year students as per guidelines by AKACU.

[Handwritten signature]

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. 07. 21 ... at ... 4:30 pm

Venue .principal chamber.

All the members are requested to attend the meeting

- Agenda :
- 1) Online classes.
 - 2) syllabus.
 - 3) Motivate to attend classes.

K. Balaji
 Head of the Department

To
 All the Members.

MEETING REGISTER

MINUTES OF THE DEPARTMENTAL MEETING

1.7.21

The staff of department of English is met under the chairmanship of the principal at principal Chamber on . 1.7.21 at 4:30pm and Resolved the following.

- 1) It is resolved to continue online classes through laptops until further orders of the Government.
- 2) It is resolved to complete the syllabus for 1st and 2nd years. as far as possible by the end of the July 21
- 3) It is resolved to motivate all the students to attend classes regularly.

(Signature)

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 5.8.21 at 11:30 PM.

Venue: Principal's Chamber

All the members are requested to attend the meeting

Agenda: 1) online classes for II year students

2) syllabus.

3) Remedial classes

K. Balaji
Head of the Department

To
All the Members.

MEETING REGISTER

MINUTES OF THE DEPARTMENTAL MEETING

5.8.2021

The staff of department of English is set under the chairmanship of The principal on 5.8.2021 at 11:30 pm and resolved the following.

1) It is resolved to conduct online classes for 2nd year students before 10 days of the AKUO semester end exams.

2) It is resolved to complete syllabus for first year students.

3) It is resolved to conduct Remedial classes for first year students.

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 1.9.2021 at 4:30 pm.

Venue principal chamber.

All the members are requested to attend the meeting

Agenda :

- 1) Syllabus
- 2) Additional classes
- 3) Remedial classes.
- 4) Mid exams.
- 5) Admissions.

K. Balaji
Head of the Department

To
All the Members.

MEETING REGISTER

MINUTES OF THE DEPARTMENTAL MEETING

1.9.2021

The staff of the department of English is met under the chairmanship of the principal at principal chamber at 4:30pm on 1.9.2021 and discussed the following and resolved:

- 1) It is resolved to complete syllabus by this end of the month september
- 2) It is resolved to conduct additional classes for 2nd year students.
- 3) It is resolved to conduct Remedial classes for first year students.
- 4) It is resolved to conduct mid exams.
- 5) It is resolved to campaign for admissions.

Signatures of the Members

Signature of the
Department of the Members

K. Balaji
Signature of the
Head of the Department