



NOTICE

All the members of the Teaching-Non-Teaching Staff are hereby informed that there will be a meeting on 14th November, 2019 at 10.00 a.m. in the Board Room under the Chairmanship of Honble Director Shri. Gurusuprasad Anavkar. All the members are requested to attend the meeting.

Principal.

* AGENDA *

1. To verify the NAAC files - criterion-wise.
2. To discuss the need in the II Term.
3. To review fee collection.
4. To maintain Service Books.
5. To verify the workload.
6. To discuss NSS Programmes.
7. To plan for the Annual Social and College Days.
8. To verify remedial classes Report.
9. To review the Student C.R. (feedback).

A minutes:

N.B.: The list of the signatories has been enclosed.

1. To verify the NAAC files criterionwise:-

The Chairman discussed the matter and verified the work pertaining to each criterion carried out by the members. He found it satisfactory. However he encouraged all to update the documents time to time with proper revision file-wise.

2. To discuss the need in the II Term.

The required material for the activities will be provided in advance as per requirement.

The Principal was directed to make it available.

3. To review fee collection:

The chairman reviewed it. It was found that the students are poor hence installments for payment are sanctioned by the Principal with the consent of the management. The fees are collected stepwise.



4. To maintain service Books:

The Chairman reviewed the matter. It was discussed with the staff. Being the non-qualified teachers, the Service Books were not maintained. However, the Chairman directed to maintain the Service Books in the due course.

5. To verify the workload: The chairman verified the workload and the staff requirements.

6. To discuss the NSS Programme:

The Chairman directed the Principal and the NSS Co-ordinator to be functional in arranging the programmes as per the norms.

7. To play for the Annual social or College Days:

The Principal submitted the plan for the celebration of both activities and promised the chairman to carry out the activities smoothly.

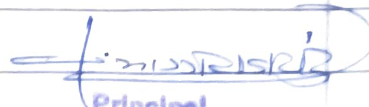
8. To verify remedial classes Report:

The chairman reviewed the Time Table and Remedial classes Report - conducted as per need.

9. To review the Students' C.R. (Feedback).

The Students' feedback was analysed and the instructions were given to the staff to take the feedback seriously.

The meeting ended with vote of thanks to all and the Chairman extended by the Principal.


Principal