

## NOTICE

The meeting of the staff for the month of January is being held in the Conference Hall on 29th January 2021 at 3-00 PM. All the members are requested to attend the meeting.

### AGENDA

1. To review the work of various committees and the minutes of the meetings.
2. To review the role of each employee and responsibility of each employee in the NAAC process.
3. To review the daily work of the teaching and non-teaching staff and make the changes.
4. To discuss the matter of college examination Results.
5. Any other point - with the permission of the chairman.

Place: Pandurthi.

Date: 28/01/2021.

### \* Minutes of the meeting \*

The minutes of the meeting held on 29th January 2021.

1. To review the work of various committees and the minutes of the meeting.

The chairman reviewed the work of various committees and the minutes of the respective committees, discussed and gave suggestions to follow up accordingly.

2. To review the role of each employee and responsibility of each employee in the NAAC process.

The chairman reviewed the role and responsibilities shared by each staff member in the process of NAAC and alerted them all to be punctual in completion.

3. To review the daily work of the teaching and non-teaching staff and make the changes:

The chairman reviewed the day to day work of all the staff members and directed them to make the changes as per their need and carry out the duties punctually.

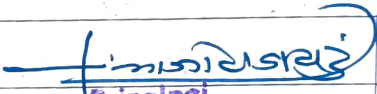
4. To discuss the matter of college examination Results?

The results of the college exams. were reviewed. The chairman directed all the teachers to note the results and guide the students properly for quality results.

5. Any other point with the permission of the chairman:

The chairman briefed them all to be punctual in attendance, preparation of lectures, notes, model Answers.

The meeting ended with vote of thanks to all.

  
Principal  
Padmashri Babasaheb Vengurtekar  
Mahavidyalaya Pandhurna