

Departmental Meeting - I

Leptakshi Nandi

Date: 05-11-2020

The Department of computer Applications held a meeting about the class work, Distribution of Subject papers and discuss upcoming Academic Activities. The following points can be discussed.

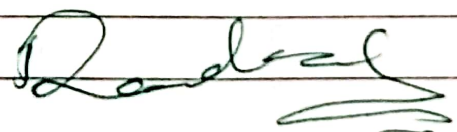
1. The distribution of Workload.
2. TO conduct Student Seminars in the respective Subjects by concerned lecturers.
3. TO conduct Internal Assessment / I Mid Exam.
4. planned to conduct Guest lecturer on Various Subject atleast two guest lecturer.
5. TO Maintain NAAC records update.
6. TO enhance the use of ICT TOOLS.
7. TO conduct Certificate course.

The above activities help the students enhancing theoretical and practical knowledge.

Signatures of faculty:

T. f. s. s. s.

Incharge.



Departmental Meeting - 2

Lepakshi Nandi

Date: 28-07-2021.

The Departmental meeting held at 2:30pm on 28-07-2021 to review the ongoing class work and discuss upcoming semester exams. Faculty members shared updates on syllabus completion across various subjects. The department decided to conduct mid exam after two weeks to conduct pre final exams for students. Faculty agreed to design a comprehensive exam schedule that would help students review and consolidate their learning before the final exams.

Signature of faculty:

T. [Signature]

Incharge:

[Signature]