

## Departmental Meeting No 22

### Agenda

- 1) Re-Examination question paper.
- 2) Last working Day
- 3) Special Classes
- 4) Review of coverage of syllabus.
- 5) Any other matter.

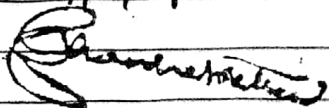
### Members Present

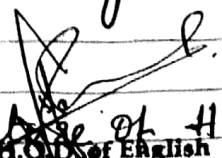
- 1) Mrs. Spoorthy S. Fernandes - H.O.D of English
- 2) Mrs. Anitha

AD'song

### Proceedings:

A Departmental meeting was conducted on September 28, 2016 at 4:05 p.m. It was decided to schedule the Re-Examinations for student absentees on 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> October 2016, hence the H.O.D informed to set the question paper by 1<sup>st</sup> October. It was also informed by the H.O.D that October 22, 2016 was the last working day for the odd semester for lecturers as prescribed by the Mangalore University. Hence it was decided by the Principal and was informed to the lecturers that October 14, 2016 would be the last day for conducting regular classes. Hence lecturers were asked to prepare a time-table if they wanted to engage special classes. H.O.D then informed to finish the portions by 10<sup>th</sup> October and revise the syllabus in brief once. The meeting ended at 4:40 p.m.

  
Signature of Principal  
Principal  
Dr. B.B. Hegde First Grade College  
Kundapura - 576201

  
Signature of H.O.D.  
H.O.D of English  
Dr. B. B. Hegde First Grade College  
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