

DEPARTMENT MEETING

Date: 26/06/2018

Time: 4.05 pm.

Venue: Room No: 102.

Agenda:

1. New faculty introductions.
2. Work load and other matters.
3. Target to complete the syllabus.
4. Updated format for Leave Applications.
5. Discussion on the preparation of NAAC Accreditation.

Proceedings:

New faculties being introduced to the department & meanwhile work load for the academic year being disclosed.

HOD given the target for the faculties to complete the syllabus on time.

The updated format of Leave application which is being introduced for the present academic year being communicated to the faculties and requested to follow the instructions while availing the leave.

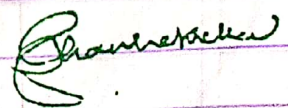
The NAAC preparations being commenced and hence faculties requested follow the institutional policies while maintaining the files and documents of the departments.

The faculties are strictly instructed to write down the absentees numbers in the list provided to record the same in the office.



HOD

H.O.D. of Commerce & Management
Dr. B. B. Hegde First Grade College
Kundapura - 576201



PRINCIPAL

Principal

Dr. B. B. Hegde First Grade College
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