**Departmental Meeting**

**Date: 22.7.20**

**Notice**

All the staff members are hereby informed to attend the meeting conveyed on 25th July 2020 in the Department of ABC to discuss the planning of curriculum. The agenda to be discussed in meeting is given below:

1. Calendar of Events
2. Preparation of time table
3. Curriculum planning
4. Monitoring of attendance
5. Continuous Evaluation Scheme
6. Any other matters with permission of Chairman

HOD Principal

**Departmental Meeting**

**Date: 25/7/2020**

Departmental Meeting is conducted on **25/7/2020** to discuss the various academic matters under the chairman ship of (Name of HOD The following agendas were discussed and resolutions made:

**Agenda 1. Calendar of Events**

**Resolution:** It is unanimously decided that calendar of event will be prepared after taking inputs from all department staff and by considering the university timeline

**Agenda 2. Preparation of time Table**

**Resolution:** It is unanimously decided that time table has to be prepared as per the workload prescribed in Gulbarga University curriculum and by considering the availability of institutional resources.

**Agenda 3: Curriculum planning**

**Resolution:** It is unanimously decided that the planning for curriculum delivery to be scheduled as per the syllabus and guidelines received from the Gulbarga university Kalaburagi.

**Agenda 4. Attendance monitoring**

**Resolution:** It is unanimously decided attendance of students to be monitored monthly and report to be submitted to Principal at the end of the month.

**Agenda 4. Workload allotment**

Workload allotment is to be done based on the specializations and experience of the faculty members in the department.

**Agenda 6. Continuous Evaluation (Learning Progress)**

**Resolution:** It is unanimously decided to monitor the continuous learning progress through various types of assessments such as quiz, group discussion,

Meeting concluded with vote of thanks presented by \_\_\_\_\_\_\_\_\_.

**Action Taken Report**

1. Calendar of events has been prepared and got approved from Principal and one copy has been submitted to IQAC for necessary action.
2. Time Table has been prepared and approved by Principal
3. Curriculum planning has been scheduled as per curriculum received from Gulbarga University.
4. Consolidated attendance report is prepared and necessary actions are taken
5. Work allotment done for each course based on faculty specialization and experience.
6. Learning progress was monitored by conducting month end tests and discussions