

20.01.2023

A meeting was held at the Principal's Chamber at 3 PM on the 20<sup>th</sup>, January 2023 regarding the coverage of Syllabus.

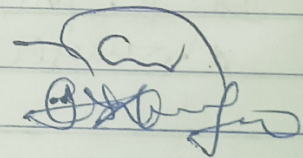
Agenda: Coverage of Syllabus and F-Clap

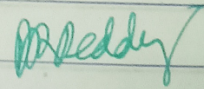
Resolution:- It is resolved that the Department of English is going to take additional classes so as to complete the syllabus. It is further resolved that as per the instruction of the Principal, F-mapping is being done. The students are to be motivated to pay their regular fees on time.

Members of the Department

(1) Dr. K. Pankaj Kumar

(2) Mr. A. Suresh Kumar





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18.12.2022

A meeting was held at 3 PM in the Department of English on the 16<sup>th</sup> of December regarding the first ~~exam~~ mid exam.

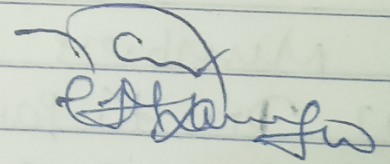
Agenda:

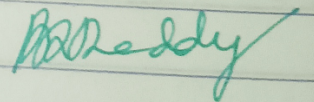
TO Discuss the dates of the First mid Exam

Resolution: It is resolved that the first mid exam for the first and third mid exams to be conducted from the 19<sup>th</sup> to the 20<sup>th</sup> of this month.

Members of the Department:

- (1) Dr. K. Pankaj Kumar
- (2) A. Suresh Kumar





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9.12.2022

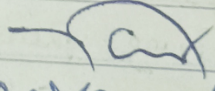
A meeting was held at the Principal's Chamber regarding the action plan for the improvement of college result. The meeting was held at 4 PM on the 9th December 2022.

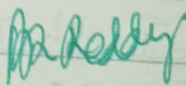
Agenda: Action plan for the better result.

Resolution: It is resolved that the Department of English will conduct Remedial Classes for the slow learners. In addition to that, the necessary slip tests will be conducted to attain the same.

Members of the Department

- (1) Dr. K. Ramesh Kumar
- (2) A. Suresh Kumar

  
K. Ramesh Kumar

  
A. Suresh Kumar

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11.11.2022

A meeting was held at 2 PM on the 11th of November 2022 to reallocate the classes between the faculty members. Besides, the workload is to be divided ~~between~~ the same. The meeting is to be held at the principal's chamber.

### Agenda:-

- (1) To Discuss the workload
- (2) To Reallocate the classes

Resolution: It is resolved that Dr. K. Pankaj Kumar, Lecturer in English, has been allotted the Classwork of the 3rd semester English and he is to have a total of 18 hours per week and Mr. A. Suresh Kumar has been assigned the Classwork of the first year and the 3rd semester B.Com. It is further resolved that he is to have a total of 16 hours per week.

### Members of the Department

- (1) Dr. K. Pankaj Kumar
- (2) Mr. A. Suresh Kumar

*[Signature]*  
*[Signature]*

*[Signature]*

31.10.2022

A meeting was held at 2 P.M on the 31<sup>st</sup> of October 2022 in order to discuss the classwork for the I and II Semesters. The meeting was conducted at the Department of English.

### Agenda

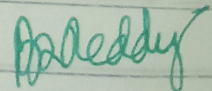
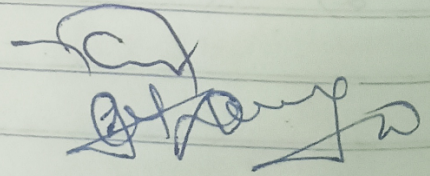
- (i) To discuss the workload for the I & II Semesters
- (ii) To come to a Conclusion for finalizing the classes for the available faculty member

### Resolution

It is unanimously resolved that the classes related to the 3<sup>rd</sup> Semester of Sciences and Arts are allocated to Dr. K. Pankaj Kumar and the classwork related to the 3<sup>rd</sup> B.com and the first Semester for all Programmes are assumed to Mr. A. Suresh Kumar

### Members of the Department

1. Dr. K. Pankaj Kumar
2. Mr. A. Suresh Kumar



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