DEPARTMENT MEETING MINUTES:

Date: 9th APRIL, 2021

Time: 12:10 P.M.

Place: Staff room

Meeting minutes:

1. Discussed on how to maintain social distancing and effectively conduct classes. With 50% attendance, discussion was open to find out ways and means to complete the syllabus on time.
2. Notes and materials to be given on time.

Members in attendance:

a) Dr. Sasi Kumar A
b) Miss Sevolu Chuzho

Meeting close: 12:30

Date: 7th May, 2021

Time: 12:10 PM

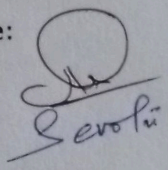
Place: Staff Room

Meeting minutes:

1. Update on course coverage.
2. To provide remedial classes to weak students.
3. Students finding difficulty in coping up in particular subjects are to be given remedial class.

Members in Attendance:

1. Dr. Sasi Kumar A
2. Miss Sevolu Chuzho



Meeting closed: 12:25 PM

Date: 7th October,2021

Time: 2:30 PM

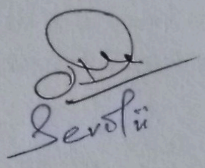
Place: Staff Room

Meeting minute:

1. Strategies to boost physical classes with online teaching were discussed.
2. Weak students to be identified and remedial classes to be given based on their needs.

Members in Attendance:

1. Dr. Sasi Kumar A
2. Miss Sevolu Chuzho



Meeting closed: 3:00 P.M.

Date: 2ND February 2022

Time: 2:30 PM

Place: Staff Room

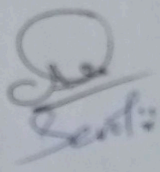
Meeting minute:

1. Update on course coverage.
2. Notes and materials to be given on time.

To provide remedial classes to weak students

Members in Attendance:

1. Dr. Sasi Kumar A
2. Miss Sevolu Chuzho



Meeting closed: 3:00 P.M