

## **MEETINGS WITH TEACHING STAFF**

Meeting of the **Teaching Staff** was held on 17.8.22 in the Conference Hall at 2:00 pm.

**All the Faculty Members of the College were present:**

**Agenda of meeting:**

1. To discuss the Teaching-Learning Pedagogies
2. To motivate teachers to utilize the Digital Technologies in their teaching methods.
3. To make Newly-appointed teachers aware of the rich heritage of the institution

**Minutes:**

1. The teachers were made aware about the SOPs, policies and rules to be followed by them.
2. It was also decided that the students should be addressed during morning assembly and make them aware of the code of conduct and various cells like NCC, NSS, ECA that they can join.
3. The teachers were motivated to develop e-content for their respective subjects, so that, the students can be benefitted to the maximum.
4. The teachers were made familiar the Learning Management System of the College.

Meeting of the **Teaching Staff** was held on 21.11.22 in the Conference Hall at 1:00 pm.

**All the Faculty Members of the College were present:**

**Agenda of meeting:**

1. To review the minutes of the previous meeting dated 17.08.22
2. Syllabus completion
3. Research and Publications

**Minutes:**

1. The minutes of the previous meeting held on 17.08.22 were read and were approved.
2. The faculty members were asked to ensure the timely completion of the syllabus of all the subjects.
3. The faculty members were also asked to submit the Syllabus Completion Certificates of all the subjects to their respective Heads of the Departments.
4. The faculty members were motivated to do research work and publish articles in the journals which are enlisted in the UGC-Care List, Scopus and Web of Sciences.

Meeting of the **Teaching Staff** was held on 10.01.23 in the Principal's Office at 1:00 pm.

**All the Heads and Deans of the Departments of College were present:**

**Agenda of meeting:**

1. Activity Planning
2. Departmental Meeting
3. Development of e-content
4. Active MOUs

**Minutes:**

1. It was suggested that all the activities should be planned with the course objectives and outcomes. Detailed report of each activity conducted should be properly maintained.
2. The Principal stressed upon conducting frequent departmental meetings and discussions, so that, all the necessary and relevant data of the department has been maintained and nothing has been left.
3. The Principal emphasized that e-content of most of the subjects should be developed.
4. The Principal accentuated the importance of Certificate Courses as well as the Value-added courses offered by the college and instructed that the teachers should be aware of these courses and should inform the students about the benefits of these courses.
5. The Principal asked all the departments to have active MOUs and conduct relevant activities.

Meeting of the **Teaching Staff** was held on 09.03.23 in the Conference Hall at 1:00 pm.

**All the Faculty Members of the College were present:**

**Agenda of meeting:**

1. To review the minutes of the previous meeting dated 10.01.23
2. Syllabus completion
3. Green Practices

**Minutes:**

1. The minutes of the previous meeting held on 10.01.23 were read and were approved.
2. The faculty members were asked to ensure the timely completion of the syllabus of all the subjects.
3. The faculty members were also asked to submit the Syllabus Completion Certificates of all the subjects to their respective Heads of the Departments.
4. Green practices to be ensured in the college and minimized use of plastic to be done.