

Proceedings of the meeting held on 12.10.23 in room NO - 120 at 3.15 pm

Members present :-

- 1) Abanikumar Mishra
- 2) Chottu Kamela
- 3) Sudarshan Adak
- 4) Rasharajendra Bera
- 5) Ranjit Kumar Giri
- 6)

- 1) Proceedings of the meeting held on 15.06.23 is read and confirmed.
- 2) Be it resolved that a routine for 1st Semester (CCFUP), 3rd Semester and 5th Semester be framed according to the distribution of syllabus content among the faculty members.
- 3) Be it resolved that the rest of preparatory works of NAAC be made ready as early as possible.
- 4) Be it resolved that the question papers setting, conduct of ^{internal} examination and evaluation of answer scripts be done by the faculty members as per duties assigned to them as the internal examination of 5th Semester scheduled to be held within December 2023 and 1st & 3rd Semester test to be taken within February 2024.
- 5) Be it resolved that the mentor-mentee meeting of all groups be held within November 2023. The meeting comes to an end with a vote of thanks to the chair.

Abanikumar Mishra

Sd/-
12-10-23
Principal