

## RESOLUTION

Important discussions done in the HOD meeting :-

1. Submission of syllabus distribution & routine from 2015 July to 2020 June.
2. Docs regarding notification & verification of internal assessment copies 2015-2019
3. Docs supporting tutorial/extra classes for slow learners.
4. Docs in support of ICT based classes from 2015-2020.
5. List of reference books and links for other e-books / e-resources for advanced learners.
6. Collection of passed out students' profile.
7. Collection of students' progression data from general students.
8. Submission of reports for seminars / workshops / training / popular talks by the departments / Science forums / NSS / NCC / any other committee from 2015 till date in soft form.
9. Reports of NCC / NSS / Sports Activities 2015 - 2020
10. Initiative for IT classes, ICT based offline classes
11. Mentoring, Counselling, awareness about library <sup>automation</sup>
12. Skill development, website upgradation
13. Spoken English & Hindi should be encouraged
14. Initiatives to provide students better facilities in the campus (library, office, washrooms etc.)

Sr  
4/2/2021