

Minutes of Meeting
held on
19-01-2018

The department of Mathematics organised the meeting of the even semester on 19-01-18 under the guidance of head of department.

The minutes of meeting are given as below:

- 1) Minutes of previous meeting were discussed.
- 2) To prepare lesson plan and display on notice board.
- 3) Remedial classes of weak students.
- 4) To collect assignments from students.
- 5) To celebrate 'Pi Day' on 14th March.

6) To complete syllabus before mid of April 2018.

Following members were present

Dr. Sushma Sushma

Mrs Shalini Sh/S.

Minutes of meeting
held on
20/07/2019

The department of maths organised the meeting of odd semester on 20/07/2019 under the guidance of head of department.

The minutes of meeting are given as below:-

- 1) Minutes of Previous meeting were discussed.
- 2) To prepare lesson plan and display on notice board.
- 3) Remedial classes for weak students.
- 4) Orientation of new students who are opting out mathematics.
- 5) To prepare students for inter-college activities and college

activities like book review, presentations etc. and to celebrate world mathematics day.

6) To complete syllabus before first week of november.

following members were present.

Dr. Sushma Sushma

Mrs Shalini Shalini

Minutes of Meeting held on 21/01/2019

The department of Mathematics organised the meeting of even semester on 21/01/2019 under the guidance of head of department.

The minutes of the meeting are given as below: -

- 1) Minutes of previous meeting were discussed.
- 2) Display lesson plan of every semester on notice board.
- 3) Internal assessment as per university norms.
- 4) To collect assignments from students.
- 5) To celebrate 'Pi-day' on 14th March.
- 6) To complete syllabus before mid

month of April 2019.

following members were present.

Dr. Sushma Sushmy

Mrs Shalini S

- 1)
- 2)
- 3)
- 4)
- 5)

Minutes of Meeting held on 2/07/2018

The department of Maths organised the meeting of the odd semester on 2/07/2018 under the guidance of head of department.

The minutes of the meeting are given as below: -

- 1) Minutes of previous meeting were discussed.
- 2) Lesson plan should be displayed on the notice board.
- 3) Orientation of new students who are opting out mathematics.
- 4) To prepare students for Inter-college activities and academic fest of college.
- 5) To undertake activities like Intra-class and Inter-class activities.

- 6) To celebrate world mathematics Day on 12th december 2018.
- 7) To complete syllabus before first week of november 2018.

Following members were present:-

- | | | |
|-------------|---------|----|
| Dr. Sushma | Sushma | 1) |
| Mrs Shalini | Shalini | 2) |
| | | 3) |
| | | 4) |
| | | 5) |
| | | 6) |

Minutes of Meeting
Held on
22-07-2017

The department of Maths organised the meeting of the odd semester on 22/07/2017 under the guidance of Head of department.

The main agendas of meeting are -

- ① Orientation of new students who want to change their subject from maths to some other.
- 2) Lesson plan should be displayed on Notice Board.
- 3) To prepare students for inter-college and inter-class activities.
- 4) Activities like black-board presentation, intra-class quizzes and celebration of World Mathematics Day to be undertaken during odd semester.

5) To complete syllabus before first week of november 2017.

Following members were present:

Dr. Sushma Sushma

Mrs Shalini Sh/S