

# Minutes of the meeting held on 27<sup>th</sup> November, 2017

Venue: Conference Hall

Date: 27.11.2017

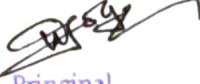
Time: 2:00 pm.

## Agenda of the meeting:

1. To have a discussion on preparation of annual report of the curricular aspects and implementation cell to the IQAC.
2. Preparation of time-table, teaching plan and departmental academic calendar for the Even semester classes (January-June, 2018).

## Resolutions taken:

1. The coordinator of the cell discussed with the members about preparation of the annual report for the year 2016-17 and decided to complete the same within one week so that it can be submitted to the IQAC.
2. The time-table committee was given instruction to prepare the general time-table and notify the same on 1<sup>st</sup> January, 2018.
3. Respective departmental HODs were asked to prepare the departmental class routine and teaching plan accordingly for smooth progression of curriculum delivery.

  
Principal  
Jhanji H.N.S. College

Chairman: 

Coordinator:  
"Tirtha Banerjee"  
Curricular Aspect Cell.