

K.S.Group of Institutions, Bengaluru-560109
K.S.School of Engineering & Management
Department of Science and Humanities

DEPARTMENT MEETING-Minutes of Meeting

Date: 08-01-2020

VENUE: HOD Chamber, Science Dept.


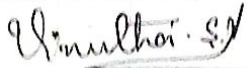
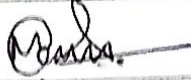






Time: 11.40 – 12.40

Room No: 203A

The following points have been discussed in the department meeting

- Mispunch of biometric and the submitting the letter regarding to that for principal has been cancelled
- Two hours permission must be taken only once in a month morning or evening.
- Vacation slots are given from 11th to 16th and 17th to 22nd of January and one faculty should be present in the respective department.
- Departmental library books can be issued for students also.
- Diploma Mathematics classes for 3rd semester students is scheduled weekly 2 classes on Monday and Wednesday seventh hour.
- Internal test time table for must be framed by Department of science and humanities for 2nd semester.
- Research work status must be updated to dept.HOD by all those who are persuing doctoral programme.

Members Present

Sl.No.	Name of Faculty	Designation	Signature
1	Dr.C.Vasudev	Professor & Head	
2	Vinutha. S.V	Assistant Professor	
3	Manoharkumar K.N.	Assistant Professor	
4	Nagarathna .T.K	Assistant Professor	
5	Divya .R	Assistant Professor	
6	Swarna S	Assistant Professor	
7	Diwya	Assistant Professor	
8	Pavithra J	Assistant Professor	
9	Kusuma M	Assistant Professor	

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DEPARTMENT MEETING-Minutes of Meeting

Date: 01-01-2020

Time: 2.30 – 3.15


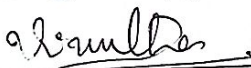



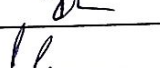
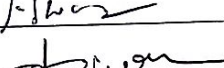

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The following points have been discussed in the department meeting

- Tentative date for the commencement of even semester is on Feb – 3rd 2020.
- 1st and 3rd Saturday of the month will be declared holiday as per the calendar of events.
- Graduation day for 8th semester students is scheduled on Feb – 13th 2020.
- College fest 'Aarohana' is planned on March 13th and 14th 2020.
- Higher semester project exhibition is scheduled on May 11th 2020.
- I,II and III internal test for all the semesters is scheduled on March- 2nd, 3rd, 4th ; April – 7th, 8th, 9th and May 13th, 14th, 15th 2020 respectively.
- Department of science and humanities calendar of events must be framed along with planned activities.
- Planned activities of the science and humanities are debate, quiz and technical talk. Dates are yet to be finalized and to be entered in department calendar of events.
- Science department official files – 8 numbers will be issued to all the 8 faculties. Maintaining the file and gathering the real time data will be the responsibility of that particular faculty.
- In case of unavoidable circumstances the permission request can be procured with the permission of HOD, time permit up to maximum of 1:30 minutes.
- Last working day of II Sem is on May 23rd 2020.

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