<u>DEPARTMENTAL NOTICE/MEETINGS</u> etc 2016-2017 (ODD Semester 1st, 3rd and 5th Semester)

- 1. The First meeting of Department is conducted by HOD L.Sailo in the department room ,All three departmental teachers are present on July 4th (Monday),2016 to discuss different agenda;-
 - 1. Class routine
 - 2. Departmental meet with the Student and Teachers
 - 3. Looking back the Previous Result
 - 4. Syllabus
 - 5. Misc.
- **2.** The Second Departmental meeting is held on 10TH August 2016 to discuss the following agenda:- All departmental teachers are present.
 - 1. Setting of Internal Test Question
 - 2. Review of the Topic covered
 - 3. Student Assignment Topic
 - 4. Attendance of the Student
 - **5.** Misc.
- 3. The Third Departmental meeting for 2016-17 session (Odd Semester) on 21st November 2019
 - 1. Reviewing of the test Result.
 - 2. Remedial Class
 - 3. Preparation for the Final Exam
 - 4. Misc.