

Minutes of the Meeting

classmate

Date _____
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A staff meeting was held on 07-03-18 under the chairmanship of worthy principal Dr Anita Bali in Conference Hall.

Date :- 07-03-18

Day :- Wednesday

Time :- 3:00 pm

- * Personal file
- * Teaching Practice
- * Visit + Syllabus
- * Lecture on Communication skill
- * Attendance
- * Project work
- * Lecture on Action Research.

→ Teachers were directed to keep one personal file for the important Documents + letters.

→ It was decided in the meeting, teachers should prepare students for Teaching practice.

→ Teachers were directed to complete all the sessional visits + Syllabus as soon as possible.

→ Faculty were directed to decide

Day & time of the Teachers for lecture on Communication skill.

- Teachers were directed to be strict with student for their (students) attendance.
- Mrs Sunita Sambyal was directed to make 4 groups for Project work.

PRESENT

- Mr Sunita Sambyal
- Mrs Jyoti Sharma
- Mrs Jyoti Bala
- Mr Joginder
- Miss Sonika
- Mrs Deekshina
- Mrs Satuti
- Mr Anju
- Mr Anahi
- Mr Kapil



Bah
Principal
Bhartiya College of Education
Udhampur