



## CIRCULAR

All Head of the Departments are requested to attend meeting **on 19-01-2018 (Friday) at 3.00 P.M.** in Board Room, Block-III our General Secretary Sir will discuss the following.

1. Review on II B.Tech – I Sem Result Analysis
2. Review on Student Attendance & any improvements
3. Back log subjects – action taken by faculty
4. Regular class work – on time commencement & on time leaving
5. Syllabus Coverage – Proposed date of completion – Revision on tough subjects.
6. MID Examinations – Evaluation – Result Analysis
7. British Council classes – Allotment of periods per week
8. Labs – no. of experiments completed, recorded and Signed by giving grade (A,B,C,D etc )
9. Review on Admissions
10. Revision of timings – after I Mid examinations
11. Review on PRAVEGA – 2K18 – Poly Fest
12. Any other matters

All HODs are instructed to attend the meeting without fail.

**PRINCIPAL**

**Copy to:**

1. **General Secretary** : for kind information
2. **Correspondent** : for information
3. **Vice Principal – Academics // Asst. Principal - Admin** : for information
4. **All HODs – CE//EEE//ME//ECE//CSE//S&H//MBA & Vice Principal II Shift Poly**
5. **A.O:** for information