

**CIRCULAR**

All Head of the Departments are requested to attend meeting **on 16-02-2018 (Friday) at 3.30 P.M.** in Board Room, Block-III our General Secretary Sir will discuss the following.

1. Mid exams-results.
2. Syllabus coverage-student readiness for end exams
3. APSSDC workshops-status-compliance
4. State and Central government initiatives-projects-proposals-submitted-Dead lines-if any
5. Academic measures for improvement of results
6. Student care measures
7. Faculty research status-publications-projects
8. After FDP, interaction with students in the department
9. Forthcoming Sports & Annual Day fixation of dates
10. College Branding measures
11. Any other matters.

All HOD, Dr.R. Rajen`der and Dr K Sujatha 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