

AL BADAR DENTAL COLLEGE AND HOSPITAL

DEPARTMENT OF ORAL PATHOLOGY AND MICROBIOLOGY

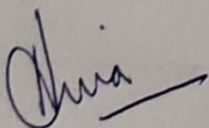
1st Department Meeting for undergraduates (regular batch)

NOTICE

Date: 7-08-2020

All the staff members are hereby informed to attend the online meeting conveyed on 10-08-2020 in Seminar room of Department of Oral Pathology & Microbiology to discuss the planning of PG curriculum. The agenda to be discussed in meeting is given below:

1. Preparation of calendar of events
2. Preparation of Sessions and Lessons Plans
3. Workload allotment
4. Monitoring of attendance
5. Conducting Internal Examination
6. Identifying Advance and Slow Learners



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H.O.D.
Dept. of Oral Pathology
& Microbiology
ARDCH, I

DEPARTMENT MEETING FOR UNDER GRADUATES FOR THE ACADEMIC YEAR.

DATE: 10/8/2020

Departmental meeting is conducted on _____ to discuss the various academic matters under the Chairmanship of Dr. Hema Jainab. The following agendas were discussed and resolutions made:

1. Preparation of departmental Calendar of Event.

It is unanimously decided that departmental Calendar of Event has to be prepared in accordance with DCI and university Calendar of Event.

2. Preparation of sessions and lessons plan.

It is unanimously decided that teachers have to prepare the lesson plans as per that format given by IQAC.

3. Workload allotment

Workload allotment is to be done based on the specialization and experience of the faculty members in the department.

4. monitoring of attendance

It is unanimously decided attendance of students has to be checked and reported to parents if necessary.

5. Conducting internal Examination

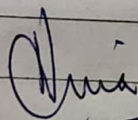
It is unanimously decided that as per the university guidelines internal exams to be conducted and parents have to be informed regarding the performance.

6. Identifying advance and slow learners

It is unanimously decided that based on previous examination marks and class performance slow and advance learners have to be identified.

ACTION TAKEN Report

- Calendar of Event is prepared in accordance with university guidelines
- workload allotment is done based on specialization and thesis
- As per the guidelines issued by IQAC all faculty members have prepared session and lesson plan
- Consolidated attendance report is prepared and necessary action are taken
- Advance and slow learners are identified based on class performance and previous examination marks



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