

09-09-24

Circular

Good morning all - There is a general
 Body meeting in Room NO-21 - 10
 address all 2nd year proctors - 10
 give instructions

Ritau →

S. Sri

R. Ramesh

09-09-24

1 Meeting has been conducted in Room no 22 on 09-09-24. To have formal discussion with 2nd year proctors

The principal has made the following resolutions to the 2nd year proctors.

1 - The class teacher has to maintain class attendance for every class

2 - The class teacher has to focus on student fee Does he pay or not in time

3 - The main point of the principal is those who are absent for internal exams if they are absent for internal how could you know the particular student who are absent so have to maintain Register for internal exam absences

4 - The fourth point of the principal to proctor has to consolidate the attendance to students fairly.

5 proctor also has to collect student progress card and should maintain regularly.

6 proctor must maintain attendance and frame curricular plans, teaching notes teaching plan, and detail of student Data Register

7 - those who go out from job after completion of the course and so on

Sitau

- 1) S. Kiran
- 2) K. Purnima ⁰⁹⁻⁰⁹⁻²⁴ ~~09-09-24~~