

# SRI AUROBINDO COLLEGE

#6/c, v Main, Dr. M. C. Modi Road, Mahalakshmpuram, Bengaluru-560086

## Proceedings of the Meeting

02-07-2018

Principal welcomed the staff to the first meeting for the academic year 2018-2019

1. As per BU COE, opening is on 02-07-2018. The students & parents are intimated so through SMS before only
2. On 02/07/2018 Freshmen Orientation to be conducted for I year B.Com, BBA & BCA students & parents
3. Tentative Schedules about orientation programmes were decided as follows:

### a. Commerce & Management Department - B.Com & BBA

Date	Resource Person
04-07-2018	Dr. Jayalakshmi & Mr. Arvind
05-07-2018	Mr. Sandeep Nair
08-07-2018	Management Games - Smt. Poornima
09-07-2018	Motivational Videos - Mr. Manjunatha Rao

### b. Computer Science Department - BCA

Date	Resource Person
03-07-2018	Mr. Soloman Jebaraj, Dayanand Sagar college
05-07-2018	Mr. Sandeep Nair, Jain College
06-07-2018	Mr. Ankitha Hegde & Mr. Manju S, Glovish Tech

### c. Library Department

Date	Resource Person
09-07-2018	Library Orientation - Mr. Durgaprasad

4. The Class Teachers & Classrooms were also decided

Class	Lecturer	Room Num
I B.Com A	Smt. Savitha S	202
I B.Com B	Smt. Sowjanya	403
II B.Com A	Smt. Veena P	NR 5
II B.Com B	Smt. Radhika S	NR 6
III B.Com A	Smt. Gopika G	302
III B.Com B	Sri Manjunatha Rao J	403
I BBA	Smt. Poornima P	401
II BBA	Smt. Rekha Purohit	301
III BBA	Smt. Nazia Sultana	201
I BCA	Smt. Anuradha	303
II BCA	Smt. Divya	304
III BCA	Sri Vinod Annigeri	309

5. Amendments with regards to Code of Conduct was discussed with the staff members about timings, discipline action for using mobile etc
6. Heads of Departments were asked to conduct regular Departmental Meetings to know the Syllabus completion, performance of students & remedial classes
7. There was a general discussion on Co-curricular & extra-curricular activities to be conducted for the academic year 2018-2019
8. It was decided to have Inauguration & Investiture ceremony on 27-07-2018
9. They decided to conduct one Internal & one preparatory exam
  - a. I-Internal date --> 27-08-2018 to 01-09-2018
  - b. Preparatory Exam --> Last week of October 2018

**Proceedings of the Meeting**

1. Stage Committee was assigned to decorate the stage
2. Memento committee was assigned to bring the gifts for the guest
3. Reception committee members were asked to prepare Agenda & Invitation for the event
4. Refreshment committee was instructed to take care of refreshment to all the staff & management
5. Cultural convenor was asked to collect the list of programmes from different units & consolidate the same
6. Commerce & Management Association Convenor Sri Manjunatha Rao J came out with tentative schedule for events of odd semester

1. 20-07-2018 Ice Breaker

7. Cultural Association Convenor Smt. Radhika came up with tentative schedule for events for odd semester

1. 25-08-2018 Pookalam
2. 03-09-2019 Poster Competition
3. 22-09-2019 Inter College Competition

8. IT ASSOCIATION Convenor Smt. Anuradha came up with a tentative schedule for events of odd semester

1. 08-08-2018 Dumbcharades
2. 28-08-2019 Pick & Speak

9. It was decided to conduct Parents meet on 07-09-2018 for II years & on 08-09-2018 for III years

Agenda

1. To discuss about the Intercollegiate fest
2. To assign the duties to Lecturers for the same
3. To decide the guests & judges for the same
4. To discuss about the performance report i.e, [Internals & preparatory] Internal allotment & shortage of attendance.
5. To discuss about the competition of syllabus and remedial class for weak students
6. To discuss about Kannada Rajyothsava

**Proceedings of the Meeting**

1. The class teachers were informed to submit the internals & preparatory mark list to the examination committee
2. All staff were requested to give shortage of attendance to convenor
3. It was also informed that students who have shortage of attendance should be sent SMS to their parents
4. Internal marks to be allotted to the students & to be submitted to the office as early as possible
5. All staff were asked to give report about their completion of syllabus
6. It was also instructed to conduct remedial classes for weak students who have got less than 35 marks in the preparatory.
7. It was decided to hold Kannada Rajyothsava on 03-12-2017
8. It was also decided to fix the guest for the event

## **Proceedings of the meeting**

**05-11-2018**

### **Agenda**

1. To discuss about semester exams, BU, to be held during this academic year
2. To decide the chief & deputy chief for the exams
3. To give instructions to the Lecturers about the exams
4. To decide the place for NSS Residential Camp
5. To decide the date & students for NSS Residential Camp
6. Assign the duties to the Lecturers & instruct them

### **Proceedings of the Meeting**

1. It was informed to the lecturers that BU exams to be commenced as per the schedule
2. It was also decided that Sri Manjunatha Rao J to be Chief Superintendent & Smt. Rekha Purohit to be the Deputy Superintendent for the exams
3. It was also instructed to Deputy Superintendent to allot invigilation duties to the lecturers & distribute the same to the lecturers
4. All the lecturers were strictly informed to be present in the campus at least half an hour before commencement of the exams & further asked to be strictly in the examination hall to avoid malpractices
5. As per BU COE, it was decided that college would close for vacation from today
6. It was decided to conduct NSS Residential Camp in Kakolu Village, from 21-12-2018 to 27-12-2018
7. Mr. Durgaprasad, Program Officer was instructed to make all the arrangements for residential camp by taking help of committee members
8. It was also instructed to the staff that 2 lady lecturers should stay back in the camp for a day. They were further instructed to be present at the camp by 08:00 AM & leave the camp by next day morning.
9. All the staff members were asked to co-operate for the smooth conduction of the camp