



Dr. S.R. Chandrasekhar Institute of Speech and Hearing  
Hennur Main Road, Bangalore - 560 084,  
(A unit of Bangalore Speech and Hearing Trust)  
(Aided by Lions Club of Bangalore East)

Tel: 080-25460405/25470037/25468470

E Mail: college.srcish@gmail.com Web: www.speechear.org

Dr. SRCISH/C/001

CIRCULAR

December 13, 2018

All Teaching staff are required to attend a meeting in the Principal's room at 9.15 am on Thursday 20<sup>th</sup> December 2018

The Agenda is as follows

1. Distribution of subject papers
2. Assigning of Class Teacher
3. Maintenance of Attendance
4. Preparation of Calendar of Events for the semester
5. Preparation of Internal Assessment Examination schedule
6. Any other matter

Dr. Rashmi J Bhat  
Principal in charge

Minutes of Meeting

20/12/2018.

- ① Class distribution for BSc and MSc
- ② Class Teacher/Class Incharge → To make attendance % away month before 5<sup>th</sup>  
→ Extra paper (additional paper) to be planned and arranged.
- ③ Calendar of Events → Suman and Shebin
- ④ Examination / IA time table → 2 IA per semester → Nitish for both BSc and MSc (Even Internal Viva)
- ⑤ Rules of marking attendance by class teacher per subject → No attendance after 5 minutes class begins.
- ⑥ Master register for classes to enter how use topic covered. and to be signed by teachers
- ⑦ Conduet Register for students to be entered by teachers
- ⑧ NAAC activity should be put in Calendar of Events
- ⑨ Usage of mobile phones → free/banned to be decided after discussing with Dr. M.N. Nagaraja.
- ⑩ Opar day for parents to be discussed with Chairman

3 Mithu 20/12/18  
 1 P. J. 20/12/18  
 Shebin 20/12/18  
 1 A. 20/12/18  
 1 B. 20/12/18  
 1 C. 20/12/18  
 1 D. 20/12/18  
 1 E. 20/12/18  
 1 F. 20/12/18  
 1 G. 20/12/18  
 1 H. 20/12/18  
 1 I. 20/12/18  
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 1 K. 20/12/18  
 1 L. 20/12/18  
 1 M. 20/12/18  
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 1 P. 20/12/18  
 1 Q. 20/12/18  
 1 R. 20/12/18  
 1 S. 20/12/18  
 1 T. 20/12/18  
 1 U. 20/12/18  
 1 V. 20/12/18  
 1 W. 20/12/18  
 1 X. 20/12/18  
 1 Y. 20/12/18  
 1 Z. 20/12/18



## Academics Meeting

- Conducted by Dr. Rashmi Bhat

- Students to be posted whole semester in a dept - Trial for 1 year.
- Syllabus - papers assigned.
  - Anatomy & Physiology } To be done by us instead of guest lecturer.
  - Electronics }
  - Environmental Sc - To find a person.

- Dr. G.P. to be asked about IMASLP paper.

- Class Teachers.

B.A.S.P	I year - Nitish.	M.Sc.	IMSc Audio - Teja
	II year - Merin.		II MSc - Adib - Megha.
	III year - Teja Rajna	II MSc SLP	- Dr. B.S.P.
		I MSc SLP	- Dr. A.R.
		II MASLP	- Sneha

- Class teacher to give compiled attendance every 5<sup>th</sup> of the month.
- Ms. Jinnmole - RCI website updates to be given to Principal everyday.
- To discuss about having CC hours presented together in one day.
- Posting student in Psychology dept. or having a w/s on Psychology once in every year.
- Clinical review by Dr. Shirashankar Monday 9-10 in Audiology.
- White's lab - once in a month during CCA hours.
- Independent Projects - systematic review by IMSc suggested by RCI team (to be decided later after incorporating White's lab)
- CEO suggested different IC format - 4 students in supporting & contradicting articles.
- BNGEC to think of IC pattern
- Humna - to prepare CC/IC compensation for MSc.

- NAAC requires Non-sp of King courses - 20hr add on certificate

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29/08/2019

## Faculty Meeting

- Conducted by Dr Anita Reddy

- Dr Ahwani informed that Winter's Lab for MBChB will commence from 1st September 2019. It will be scheduled on 1st & 3rd week of every month. It is meant for students which would be a certificate course. Staff could also attend the same. Certificate may be provided to staff after discussing with the CEO.

- Regarding the syllabus covered most of the teaching faculty have completed Unit 1 (BC1).

- Practical book for each subject should be maintained by the students. They should be able to work on the practicals pertaining to each subject during the one hour allotted. Students can utilize the house that are free to do their theory practicals. (Every Tuesday 1:30)

- Students should be asked to carry only one two books for viva, speech and audiology. The theory assignments can be clubbed with the clinical practicum and spiral bound. later for the viva.

- Ms. Megha gave the names of the students who are regular to class. Kaam, Vinetha and Malavika. It was decided that they should report to these students and keep funding the session.

- CE dates should be checked and confirmed

- CE will be started after the trial of the new format. This has to be finalized with Ms. Suresh.

- No leaves will be allotted on 12 September, 2019.

- Editorial Committee meeting will be on 13th September. Students will present their proposals.

- Staff suggested and agreed that C.C should be limited to half an hour per presenter (20 minutes presentation & 10 minutes discussion). It was decided that C.C will be conducted only for on the forenoon as students may not be able to pay attention.

Dr. Malini K. J. J.   
 29/8/19

Dr. Meera Varghese   
 29/8/19

Shobin   
 29/8/19

Papina   
 29/8/19

Kausalya Sahani   
 Megha S.   
 29/8/19

Betsy   
 Donal Teja Deepak   
 Specialashini   
 Margaret Vincent   
 Manu. G. C.   
 29/8/19

Ann   
 29/8/19

Sonye. Y   
 29/8/19

Deborah Attard, Daniel   
 Mureson, Babu Cheres   
 29/8/19



Faculty meeting with Principal for May 2020

28/05/2020

Update on

1. Completion of position for UG & PG discussed

I BSIPA → position completed

II BSIPA

CLD - print is left

MSD - last unit yet to complete

QA - finished

implantable device - last unit yet to complete  
diploma skills - completed

III BSIPA

Statistics -

NLP

Noise measurement -

Copp -

MSc (SYP)

2<sup>nd</sup> 3<sup>rd</sup> unit (SHV)

4<sup>th</sup> unit (DA)

last unit (AR)

MASIP

3<sup>rd</sup> unit (DA)

Refreshed

Voice & speech 3<sup>rd</sup> & 4<sup>th</sup> unit running

II Practical / Clinical

face to face classes to be held once students return to the routine

→ Students need to be compensate their clinical hours



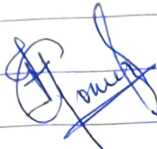

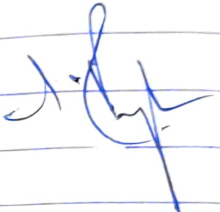
→ Internship students would be given some clinical discussions & monitored through online.

10 Internal assessment marks

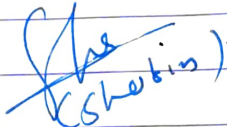
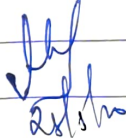

- would be given based on class attendance face-to-face
- avg attendance to be given based on avg. performance in class, virtual and physical class


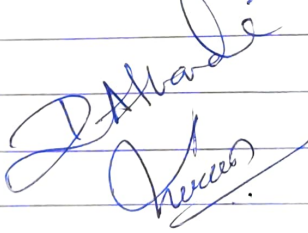
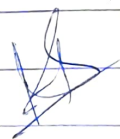
11 Discussion on use of Google classroom with demo was done

12 any other matter: Saturday working - compensation was discussed, principal and all staff discussed about Saturday working <sup>options</sup> were sorted

Kalle: you  
Syaydasind

 (Shobin)
 



 D. Akhadi  


MINUTES OF THE MEETING HELD ON 18<sup>th</sup> SEPTEMBER 2020 AT THE  
PRINCIPAL'S CHAMBER

MEMBERS PRESENT

Dr. Rashmi J Bhat, Principal  
Dr. Anita Reddy, Vice Principal  
Mr. Suresh. T, Vice Principal  
Mr. Nitish Ranjan Patel, Assistant Professor

*[Handwritten signature]*  
18/9/2020

The meeting was called to discuss regarding the following :

1. Commencement of classes for the 2<sup>nd</sup> and 3<sup>rd</sup> B.Sc (88 students) and 2<sup>nd</sup> M.Sc (40 students) will begin from 1<sup>st</sup> October 2020.
  - a) 3<sup>rd</sup> B.Sc & 2<sup>nd</sup> M.Sc – 1<sup>st</sup> October 2020
  - b) 2<sup>nd</sup> B.Sc - 15<sup>th</sup> October 2020
  - c) Internship - will begin from 12<sup>th</sup> October 2020. Interns will be distributed in various departments for 5 months in 2 different batches.
2. Classes for 1<sup>st</sup> B.Sc will commence from 1<sup>st</sup> November 2020 (until further notice)
3. Time table to be rescheduled to fit clinical and classes for alternate batches.
4. Clinics – sessions to be scheduled with a gap of half an hour each.
5. Lunch time – 12.30 to 2.00 pm : 1 batch/half an hour each.
6. Auditorium will be used for theory classes for B.Sc students and Furniture to be shifted to the auditorium.
7. Room dividers for Com-deal to be provided to accommodate more number of students and therapy patients. CALL room in Library can also be made available for conducting online therapy.





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(AFFILIATED TO BANGALORE UNIVERSITY)

3<sup>rd</sup> July 2018

**A meeting with faculty and clinical staff was conducted by Principal, Dr. Madhuri Gore in her chamber on 3<sup>rd</sup> July 2018 at 9.30 am to 11.30 am to discuss about Clinical Practicum & Lab work of I semester B.ASLP students for the academic year 2018-19 and NAAC progress.**

The list of staff who attended the meeting is attached.

**The following points were discussed:**

1. Number of subject papers taught by individual staff?  
Number of Clinical Conference guiding?  
Number of dissertation guiding for the following academic year?
2. Accordingly Clinical Practicum will be distributed to the staff, specified topic to individual staff, so that monitoring will be easy. The staff suggested to divide to I semester B.ASLP. A separate mini department meeting will be conducted by respective HOD's to decide on the same.
3. Staff was discussing about shortage of staff (clinical & faculty) in each department. Suggestions for utilizing new clinical supervisors, for which the interview is called on 04.07.2017 was decided. Ms. Saravanapriya, Ms. Eliza Baby and Ms. Muleeda Khatreja will be attending the interview.
4. Discussion for appointment of teaching staff, - Mr. Avinash K (information to be received from Ms. Megha Sasidharan), Mr. Acharya, Mr. Prasanna Hegde etc to teach Under Graduate papers.
5. Staff was discussing about difficulty of monitoring of students posted in the department due to shortage of staff and increase in number of students.
6. Staff also suggested, control/limit the usage of mobiles in clinics, classes by the students. Circular on usage of mobiles to be made (instruction given to Ms. Syblie).

7. Principal instructed faculty to go to class on time, if not prepared for class give the students test or assignments.
8. There is increase in case load in the clinics, but less staff dedicated for patients, staff also suggested to post more number of interns in our clinics.
9. Ms. Smitha Caren Mathias, Ph.D student will be asked to take classes, but no remuneration will be given as she is a student.
10. Account of cases coming from screening camps? - To decide about the concession to be given to the camp cases, and how to go about it.
11. Principal was also enquiring about the progress of NAAC, IQAC meeting to be conducted at least once in 3 months. Staff to find time for the meeting,

Dr. MADHURI GORE  
PRINCIPAL



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Dr. SRCISH/S/2021

September 21, 2021

The faculty meeting is scheduled on Thursday, September 23, 2021 at  
 in the Seminar Hall with the following Agenda

1. Update on RCI Inspection for M.Sc Audiology
2. Subject Distribution for the upcoming semester
3. IV semester PG Dissertation status
4. Changes in Timetable prepared
5. Any other matter

Rashmi J. Bhat  
 Dr. Rashmi J Bhat  
 Principal  
 Dr. S R Chandrasekhar Institute of  
 Speech and Hearing  
 Hennur Road, Lingarajapuram  
 Bangalore 560084

83  
 23/09/2021  
 Meetings of the meeting with faculty for the month of  
 September 2021.

1. ~~8:30~~ Msc. (Audiology) - RCI inspection completed.

Student TA for class - Cumulative register for class TA  
 in which tabular columns are represented in which  
 between they scored was mark and then total mark.

Entry of Marks to be transparent.

Data to be collected only for use faculty.

Numbers of papers presentation / publications to be ~~total~~ calculated  
 presented for use faculty.

Statistics / Journal records of students also to be shown.

Speech therapy hours: should / plus & plastic basis between  
 clinician & client.

Website to be updated and maintained - Required for  
 NAAC & RCI.

2. Subject Distribution:

1<sup>st</sup> Semester B.A.S.P: 4<sup>th</sup> October (tentative).  
 NEP to be followed as per BN U rules. There will be RCI.  
 No clarity on the same.

1<sup>st</sup> Semester subjects:

B.1.1 - Dr. BSP / Dr. Mq

1.2 - Dr. Shivinara

1.3 - Mr. Alphonse

1.4 - ?? (to be decided)

1.5 - Mr. Anshu - (Mr. Jayaram)

1.6 - Minisha, Sindhu. (external faculty - ?)

Dr. Mq  
 EVS: from Indian Academy.



Meeting of Meeting with faculty for the Month of October 2021.

Minutes of Meeting to be recorded and action taken to be ticked out. Circulars to be made to be done by Ms. Anitha & Ms. Jiminole. Every Friday after the meeting the points needs to be addressed. to be shown to Dr. RJB.

Mentorship for students. Especially for students who have performed poorly in exams. Extra classes / coaching to those students. Faculty / cc to address this.

- Suggestions:
- ① Question paper solving.
  - ② Extra hour taken from schedule for students to approach the staff for queries / concept doubts.
  - ③ Paper were there is poor performance needs to be seen and staffs can be assigned.
- Result analysis is to be done to identify the papers, then staffs will be assigned along with hours to be done.

- CLASS TEACHERS:
- 1 BASLP: Ms. Alphonsa
  - 2 BASLP: Ms. Subhashini
  - 3 BASLP: Ms. Sreelakshmi
- 1st MC Audio: Ms. Teja  
 1st MC Speech: Dr. Anitha - R  
 2nd MC Audio: Ms. Nithish  
 2nd MC Speech: Dr. BSP  
 2nd MASLP: Dr. MG.

④ MENTORSHIP: → subject teachers for each batch.

Expert visits to start from December 2021 [CET hours] Ms. Richmyra.

⑤ Lesson plan for BSc classes - In progress [with LTP]

⑥ Field trips - NABC - External trips. List: Enclosed to Ms. Jiminole.

3<sup>RD</sup> BASLP: AISH visit; Mysore.

⑦ Internship for 2<sup>ND</sup> PG Students: During class hours. (4<sup>TH</sup> semester) 1 month of compulsory posting in external clinics.

- Com-DEEM - Ms. SLP students. [2-3 students] one centre
- Audiology - Ms. Andio [5 units with 2 students each].

⑧ Induction ceremony will not be there formally. Kt is being ready. Jersey to be given to 1<sup>st</sup> year free of cost.

⑨ Graduation ceremony: To be planned in Jan 2022. Formal ceremony in other area to be done. Rs. 2.500 was collected.

⑩ Clubs for students: - Saturdays / CET hours.  
 1. Photography  
 2. Yoga  
 3. Dance  
 4. Paintings

11. Value added courses: [Mr. Tiimole (Mr. Anis)]

- ① Speech and Hearing signs of wellbeing.
- ② Courses on Psychology
- ③ Signs of wellbeing.
- ④ General topics to the students.
- ⑤ Courses on behavior management.
- ⑥ Issues on behavior management.
- ⑦ Teaching FDP for staff.
- ⑧ Writing skills

[Mandatory courses].

12. Internship: For students who do not clear 4<sup>th</sup> & 5<sup>th</sup> sem papers can do paid internship excluding this 10 month mandatory internship.

13. 14 submissions to be done 15 days prior to the submission date as told by university.

14. SASTH → SUPAD : student activities to be planned for outside college activities programmes.

15. DDC informed about the parent support network 1/2 Saturdays to be planned.

Principals of SASTH

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Principals of SUPAD

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Dr SRCISH/S/2022

April 25, 2022

The faculty meeting is scheduled on Thursday, April 28, 2022 at 1.30 pm in the Seminar Hall with the following Agenda

Agenda

1. Curriculum Delivery for II, IV and VI semester UG and IV sem PG
2. Discussion on staff Feedback Analysis
3. Any other matter

Rashmi J Bhat

Dr. Rashmi J Bhat

Principal Principal

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 Bangalore 560064

Faculty meeting with Principal on 28/4/2022 for the month of April 2022.

1. Issue with student performance in exams, Viva and also in extended postings. Attendance also is very poor.

CURRICULUM DELIVERY:

Ms. Nitin - II Semester Aural Rehabilitation

Dr. Mireen - IV semester Master's -

Ms. Sacha - IV semester Ms. Language disorder in children

⇒ Master register: All details post each class to be maintained. Signatures from Teacher and students.

⇒ Field trip for II, IV, VI Semester BASLP - CLASS TEACHER'S to Plan.

II - Brain Museum, NIMHANS  
 Ms. And, Msc.SLP, MASLP - IV Brain Museum, NIMHANS  
 Sem.

IV Sem - Hearing aid center visit

VI Sem - Nigutanglu / Karmasree

⇒ CLASS TEACHERS: 3<sup>rd</sup> BASLP - Education tour to Mysore [June 2022]

II Sem Msc.SLP - Ms. Sacha

IV Sem Msc.SLP - Dr. BSP

IV Sem MASLP - Dr. Mireen / Ms. Nitish

II Sem Msc. And - Ms. Teja

IV Sem Msc. And - Ms. Megha

⇒ under VUCMS

⇒ BASLP - Internal assessment - divide into components.

↳ Assignment - 10 marks project

↳ Attendance - 5 marks quiz

classroom self-assessment

tdm ↳ take 15 marks

open ended

Total 30

⇒ Midterm exams to be continued  
 ⇒ Law teachers / clinical in charge to submit attendance on 5<sup>th</sup> of every month. If attendance is not met then the same will be conveyed to Parents. Individual subject ~~not~~ attendance to be uploaded.

⇒ JC and CC  
 CC's: 3 mornings + 3 afternoons to be assigned for CCs. 2nd week of May 2022.

JC's: As soon as the batch finishes exams, JC's will resume.

⇒ Language Lab - LIC  
 ↳ Improvement of writing skills.  
 Curriculum for 30 Hrs.  
 ↳ English Language Courses.

Weekly - Hours

- |               |             |
|---------------|-------------|
| Reading       | Components. |
| Grammar       |             |
| Writing       |             |
| Speaking      |             |
| Pronunciation |             |

⇒ FDP committee will be organizing FDP's for teaching.  
 External audit for teaching - video recordings to be taken.  
 Alumni - Talks to students to be planned.

⇒ Paper Evaluation: UG papers to be evaluated as performed by students. no more pushing of marks to pass.  
 VIVA.

⇒ Midterm examinations - Clinics will be suspended for the students.

⇒ VIVA question bank for each paper so the students know what to focus on / like a guide on what questions can be asked & areas to be discussed.

2. Discussion on staff feedback Analysis:  
 → Not applicable for aspects not applicable to that staff.

⇒ Summarise the questions to shorten to <sup>20</sup> questions.

Feedback  
 → Questions to be given to students for the respective teachers who are teaching and their clinical supervisor thereby reducing the no of feedbacks obtained from students.

3. OTHER MATTERS:

⇒ All committees to send dates for events for planning calendar of events to Mr. Nitish.

⇒ All assignments to be given in google classroom.  
 Midterm - written - blue books } for classes.  
 Assignments - Google classroom

⇒ 7<sup>th</sup> Semester & 8<sup>th</sup> Semester BASCP of viva to taken for interns. Mandatory as per RCT.

Rashmi Bhat  
 28/4/22

Chavhan  
 28/4/22

28/4/22

28/4/22

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28/4/22





June 29, 2022

Dr. SRCISH/8/2022

All faculty to note that a meeting is scheduled on Thursday, June 30, 2022  
 at 1.30 pm in the Seminar Hall with the following Agenda

Agenda

1. Review of UG classes
2. Attendance - all classes
3. Educational trip follow up
4. Time table - M.Sc 2 semester
5. Topic distribution
6. Any other matter

All faculty are requested to be present

Dr. ANITA REDDY  
 VICE PRINCIPAL

Vice Principal  
 Dr. S.R. Chandrasekhar Institute of  
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 Hennur Road, Bangalore-560084

Faculty meeting with all staff with Unispat on 30/06/2022.

UG classes:

2<sup>nd</sup> years & 3<sup>rd</sup> years : Dr. Aravathi - ALD - 4<sup>th</sup> unit

Sheelashmi - CLD - 3<sup>rd</sup> unit

MSD in adult - 3<sup>rd</sup> unit

Bajna: MSD in children - 1<sup>st</sup> unit

Bushashmi: Implantable - 3<sup>rd</sup> unit.

Teja

Subhashini: Neurology - 2<sup>nd</sup> unit surgery.

1<sup>st</sup> years: → Deena

→ Audiology: Teja - 2<sup>nd</sup> unit.

MASLP:

Dr. Aravathi - - 1 unit done

Netish - Hearing devices - 2<sup>nd</sup> unit.

M

I Msc. Audiology - Attendance - Nareesh

II Msc. Speech - Attendance - Sacha.

MASLP students gone for data collection to inform guides  
 or respective department in charge prior.

Educational trips: II years - Formal mail to be sent to  
 nodip for groups & visits.

All class teachers to decide and plan their respective  
 class educational trips.

4. Time Table - Ready for II Semester Master.

5. Topic Distribution:

Msc. Speech:

1. Advances in Speech Sound Disorders - Ms. Debora
2. Voice: Science & Disorder - Dr. Anita
3. Disorders of Fluency - Mr. Suresh . T
4. Language Disorders in children - Ms. Sneha . M

Msc. Audiology:

1. Auditory Perception - Dr. Madhuri Gore
2. Auditory Disorders - Dr. Rashmi J Bhat
3. Electrophysiological - Ms. Megha . S
4. Advances in Mgmt of Hearing Loss - Ms. Teja.

6. Any other Matters:

Fest of Carnival to be planned.

30/6/22

~~Signature~~

Signature

Signature

Signature

~~Signature~~  
30/6/2022

Signature  
30/6/22

# Minutes of the Meeting for CDC held on 27.4.2022.

Members present-Dr.Rashmi.J.Bhat(Chair person).

-Dr.Madhuri Gore.

-Dr.B.S.Premalatha.

-Dr.Anita Reddy(HOD,SLS).

-Ms.Megha.S.(HOD,DHS)

Serial.no	Agenda	Discussion	Resource needed	Person responsible	Deadline
1.	Subject distribution for even semester classes of UG and 2 <sup>nd</sup> semester PG	As per the expertise of faculty, subjects were listed out .efforts were made to ensure that each faculty atleast takes up two subjects for the semester.	Nil	Principal and HODs to ensure that there will be a lesson plan prepared per subject and timely delivery of the curriculum is maintained.	As per University schedule.
2.	Introduction of value added courses	As an adjunct to the RCI proposed curriculum,value added courses were felt to be necessary.Senior faculty opined that subject experts are to be invited to offer a different perspective to the students.Prof.Latha Krishnan,Professor	Travel arrangements/stay etc for the faculty as well as remuneration.	Principal to organize the scheduling of the classes and to communicate to management on the same.	Classes for PG to begin on 1 <sup>st</sup> June 2022 and for UG on 4 <sup>th</sup> June 2022.

		<p>Emeritus at Purdue University is to be contacted for conducting two courses in audiology ,one for PG on Case based Learning and one for UG,diagnostic Audiology (for 2<sup>nd</sup> and third year students).each session will be for a duration of thirty hours.</p> <p>Similar courses to be listed out in SLP ,to start with atleast for PG level.</p>		<p>Management to take care of the financials involved.</p> <p>HOD(SLS) to list out topics for the same and contact faculty. Communication to the faculty-Principal. Communication to the management-Principal. Scheduling of classes-HOD(SLS).</p>	<p>End of June 2022.</p>
3.	Educational	The members felt that students get	Travel and accommod	MCM will be	Once AIISH

	trip for third year UG	good clinical exposure at the institute,however,it would be good if they can get an idea about how a National level Institute such as AIISH works.A visit to the Labs,specialized clinics and Departments will enhance their understanding of the work involved.It was also decided that this will be scheduled for July.	ation arrangements	approached for providing the college bus for travel as it is convenient. Principal will communicate with Director AIISH for necessary permission and then convey the same to MCM. Class teacher will organize the scheduling and logistics etc along with personnel from AIISH. College Office will send communications to parents and get the permissions .	permission is obtained the rest of the listed out steps will be carried out by end of June.
4	Field trips	As per RCI,field trips will add on to the	College bus for the	Class teachers to	End of june for

	for UG students	theory classes .faculty felt that it is necessary for the students to observe theory in practice. The following areas were listed out, 2 <sup>nd</sup> sem-Brain Museum at NIMHANS. 4 <sup>th</sup> sem-Hearing aid workshop at WIDEX. 6 <sup>th</sup> sem-Hospices such as Karunashraya /Nightingales.	travel involved.	contact the centers mentioned and fix a schedule..Principal to send official letters.Also to communicate to the management regarding the same.	for schedule Ng and to send communication
5	Internal assessment	The members felt that the thirty marks had to be depending on three components-attendance(5),assignment(10),mid term test (15).	-	Subject teachers	As per University schedule
6	Scheduling the mid term exam	It was decided to have three hours of exams per subject following the university pattern of 70 marks.Tentatively mid July time line was discussed	-	Exam coordinator	End of June to be displayed on the notice board.