Date: 16 Nov 2020

**CIRCULAR**

 All the new faculties of the department are hereby informed to attend a meeting on 18 Nov 2020 at 11:45 am in HoD office.

Agenda: Induction programme’s like:

1. Subject allotment and teaching methodology

2. Attendance – Faculties & Student

3. Evaluation – IA, Seminar, Internship, Mini, Micro & Major Project work

4. Code of Conduct – Faculties & Student

5. Other Activities

Date: 18 Nov 2020

Time: 11:45 am

Venue: HoD office

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Faculty Name** | **Signature** |
|  | Varadaraja K S |  |





**CV-HoD Principal**