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| --- | --- |
| Attendance |  2017 [ *P- Present, Ab – Absent, E – Excuse*] |
|  | Name | 7Jan | 9Feb | 8Mar | 9Apr | 8May | 10Jun | 8JUl | 10 Aug | 7 Sep | 8Oct | 10Nov | 9Dec |
| 1 | Prof.xxxxx |  |  |  |  |  |  | √ |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | *Select the required rows and use the insert option and increase the rows* |  |  |  |  |  |  |  |  |  |  |  |  |

Agenda: [You can remove the table lines by clicking the “No boarder” option appear in the symbol in the menu bar]

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| ARC/17/01/01: | Preliminaries |
|  | Head of the Dept. welcomed the members for the 1st Meeting of the Dept of  |
| ARC/17/01/02: | Quality Assurance |
| 1 | Enrollment of students |
| 2 | Student feedbackStudent feedback form is designed and circulated among the staff for their comments |
| 3 | Peer Evaluation |
| 4 | Revision of Curriculum |
| 5 | Calendar of dates of events |
| ARC/17//0103: | Lectures |
| 1 | Lecture schedule |
| 2 | Visiting Lectures |
| ARC/17/01/04: | Practical/Assignments/Field visits |
|  |  |
| ARC/17/01/05: | Examination & Results |
|  |  |
| ARC/17/01/06: | Infrastructure/Facilities |
|  | Building space |
|  | Laboratory: Equipment: |
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| ARC/17/01/07: | Research/Training & Grants |
|  |  |
| ARC/17/01/08: | Outreach Activities |
|  |  |
| ARC/17/01/09: | Collaborative activities  |
|  |  |
| ARC/17/01/10 | Updating Website |
|  |  |
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| ARC/1701/11: | Any other Business |
|  |  |
| *Signature*Head/ARC |