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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Attendance | | 2017 [ *P- Present, Ab – Absent, E – Excuse*] | | | | | | | | | | | |
|  | Name | 7  Jan | 9  Feb | 8  Mar | 9  Apr | 8  May | 10  Jun | 8  JUl | 10 Aug | 7 Sep | 8  Oct | 10  Nov | 9  Dec |
| 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 feedback  Student 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: |
|  |  |
| 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 |
|  |  |
|  |  |
| ARC/1701/11: | Any other Business |
|  |  |
| *Signature*  Head/ARC | |