

## MINUTES OF MEETING

(2019-20)

A meeting of the faculty of the science department and the Academic Coordinator (Science) was held on August 23, 2019, at 1:00 P.M. in the physics department to discuss the action to be taken by all the departments in the session 2019-20.

Following an extensive discussion, the following decisions were made during the meeting:

1. Each department will be tasked with the responsibility of developing a minor or major project
2. Every faculty member should try to publish a research paper.
3. Consistent monitoring of student progress will be essential.
4. A protocol will be established whereby parents will be contacted by the subject teacher if a student is absent for three consecutive days.
5. More inter-departmental activities will be conducted.

The following members attended the meeting

Dr. Sapna Sharma (Physics) (Academic Coordinator)

Dr. Shweta Thakur (Zoology)

Mr. Susheel Gupta (Maths)

Mr. Nishant (Chemistry)

Ms. Preeti Kaundal (Botany)

*Shweta*

*Susheel Gupta*

*Nishant*

*Preeti*