Minutes of Meeting – Academic Committee

January 2026

Date	15 January 2026
Time	11:00 AM – 12:30 PM
Venue	Conference Room
Chairperson	Principal / Chairperson

Agenda

Review of academic progress for the current semester.

Planning of internal assessments and student mentoring activities.

Discussion

Department representatives reviewed syllabus completion and student attendance.

The committee discussed assessment schedules and support for students requiring additional guidance.

Decisions / Action Points

Departments will submit updated syllabus completion reports by 25 January 2026.

The examination cell will circulate the internal assessment timetable.

Mentoring records will be updated by each department.

Attendees

S. No.	Name / Designation	Signature
1	Principal / Chairperson	_____
2	Academic Coordinator	_____
3	Heads of Departments	_____
4	Examination Coordinator	_____