

Smt. Radhabai Sarda College of Arts, Commerce & Science, Anjangaon Surji.  
District- Amravati 444705

## **DEPARTMENT OF PHYSICS**

### Minutes of Meeting

Date: 18/8/2014

First departmental meeting was held on 14/8/2014 at 1.30 pm in Physics department for the brief discussion on agendas mentioned in meetings notice. Shri R. B. Mankar (Head), Ms. M. s. Dixit and Ms. S. S. Bobade were present for the meeting.

The minutes of meeting are

- 1) Syllabus and Workloads were assigned to faculty members and accordingly departmental time table was prepared.
- 2) Faculty members are informed to prepare and submit their theory and practical teaching plan for sem I, III and V reflecting the expected dates for completion of syllabus assigned to them within 3 days.
- 3) Apparatus requirement list for current session was prepared and forwarded towards Principal for further action.
- 4) It was decided to conduct Group discussion for sem III and V as a part of internal assessment. Moreover, schedule and in charge for conducting internal assessment was decided.

*pm*  
18/8/14

HEAD

DEPARTMENT OF PHYSICS  
SMT. RADHABAI SARDAR COLLEGE  
ANJANGAON SURJI

*B. Katti*

Principal

mt. Radhabai Sarda College  
Arts, Commerce & Science  
Anjangaon Surji

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## **DEPARTMENT OF PHYSICS**

### Notice

Date: 27/12/2014

All the faculty members of Physics department are hereby informed to be present for departmental meeting which is scheduled to be held on **1/1/2015 at 1.30 pm in Physics department** for the discussion on following agendas.

#### **Meeting Agendas:**

- 1) To distribute theory and practical syllabus for Sem II, IV and VI and discuss teaching and evaluation plan.
- 2) To discuss internal assessment activities and schedule for Sem II, IV and VI
- 3) To discuss about conducting certificate course.
- 4) To arrange a tour for final year students.
- 5) Other points arising at the time of meeting.

*Pm*  
*27/12/2015*  
HEAD  
DEPARTMENT OF PHYSICS  
SMT. RADHABAI SARDA COLLEGE  
ANJANGAON SURJI

*B. Bhatti*  
Principal  
mt. Radhabai Sarda College  
Arts, Commerce & Science  
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## **DEPARTMENT OF PHYSICS**

### Minutes of Meeting

Date: 5/1/2015

Second departmental meeting of session 2014-2015 was held on 1/1/2015 at 1.30 pm in Physics department for the brief discussion on agendas mentioned in meeting circular. Prof. R. B. Mankar (Head), Ms. M. s. Dixit and Ms. S. S. Bobade were present for the meeting.

The minutes of meeting are

- 1) Theory and practical syllabus for Sem II, IV and VI was distributed among faculty members and brief discussion on teaching, evaluation plan was made.
- 2) Schedule and in charge for conducting internal assessment for Sem II, IV and VI was finalized.
- 3) It was decided to conduct certificate course in Thin Film Technology for session 2014-2015. A brief discussion about syllabus, outcomes and timetable for certificate course was carried out and proposal for the same was prepared.
- 4) One day tour at Shegaon for final year students was decided to organized in collaboration with Mathematics department probably in February 2015.

*Prm*  
*5/1/2015*  
HEAD

DEPARTMENT OF PHYSICS  
SMT. RADHABAI SARDA COLLEGE  
ANJANGAON SURJI

*B. B. Bhatt*  
Principal

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## **DEPARTMENT OF PHYSICS**

### Notice

Date: 12/8/2014

All the faculty members of Physics department are hereby informed that their departmental meeting is scheduled to be held on **14/8/2014 at 1.30 pm in Physics department** for the discussion on following agendas.

#### **Meeting Agendas:**

- 1) To prepare departmental time table and allocate theory and practical syllabus for Sem I, III and V
- 2) To discuss teaching plans (theory and practical) for Sem I, III and V
- 3) To prepared apparatus Requirement list of department
- 4) To discuss about internal assessment to be conducted for Sem I, III and V
- 5) Other points arising at the time of meeting.

*pm*  
12/8/14  
HEAD

**DEPARTMENT OF PHYSICS**  
**SMT.RADHABAI SARDA COLLEGE**  
**ANJANGAON SURJI**

*B. Ratti*  
Principal

mt.Radhabai Sarda College  
Arts.Commerce & Science  
Anjangaon Surji