



DEPARTMENT OF EDUCATION
SHAHEED HIMAYUN MUZZAMIL MEMORIAL
GOVERNMENT DEGREE COLLEGE ANANTNAG

No.

Dated: 27/03/2024

Notice Regarding Time Table

All concerned students are hereby informed that the class timetable has been prepared. Students are advised to carefully follow the timetable and attend their respective classes regularly and punctually.

Any changes or modifications in the timetable, if required, will be communicated separately. All students are requested to take note of the timetable and act accordingly.

H.O.D

Department of Education



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No.

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Notice Regarding Commencement of Class Work

All the students are hereby informed that regular class work for the new academic session/semester will commence from 27-03-2024 as per the prescribed timetable. Students are advised to attend classes regularly and punctually from the very beginning of the semester. They are expected to maintain discipline, actively participate in classroom discussions and academic activities, and make sincere efforts towards their studies.

Students are further advised to keep themselves updated regarding the class timetable, syllabus, assignments, tutorials, internal assessments, and other academic activities. Regular attendance and active participation will contribute significantly to their academic progress and overall development.

Let us begin the new academic journey with enthusiasm, discipline, commitment, and a positive attitude towards learning. All students are requested to take note and ensure their regular presence from the first day of class work.

By Order

H.O.D

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No.

Dated: 27/03/2024

REVIEW OF DEPARTMENTAL WORK

All concerned faculty members are hereby informed that a review of the departmental academic and administrative work will be conducted on 27/03/2024 at 03:00 pm in the Department of Education. The purpose of the review meeting is to assess the progress of various departmental activities and to ensure the smooth and effective functioning of the Department. The review will cover important areas such as teaching-learning activities, syllabus completion, and attendance of students, internal assessment, assignments/tutorials, practical work, departmental records, student-related matters, co-curricular activities, and other academic and administrative responsibilities.

All faculty members are requested to keep the relevant records, registers, reports, lesson plans, attendance statements, assessment records, and other necessary documents ready for review. Faculty members may also present the progress made in their respective areas of responsibility and highlight any difficulties or issues requiring attention.

The meeting will also provide an opportunity to identify areas requiring improvement, discuss pending departmental work, review the implementation of academic plans, and formulate suitable measures for the effective completion of the remaining activities.

All concerned are therefore requested to attend the review meeting punctually and come prepared with the required information and records. The cooperation of all faculty members is solicited for making the review process meaningful and productive.

By Order

H.O.D

Department of Education

Date: 27/03/2024

Place: SHMM GDC BOYS ANANTNAG